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ABSTRACT

This resource guide contains over 300 entries which are available through the Optimum Utilization of Resources (OUR's) exchange system. The entries describe learning materials, such as slides, video tapes, audio tapes, films, print material, and computer assisted instructional programs, which have been developed primarily by faculty of the two-year colleges in New York. These materials have been used successfully by their developers. It is hoped that they will be duplicated or used as models to assist in planning new instructional materials. Materials are listed according to the field of study for which they were developed. Broad subject categories include: agriculture, biology, business and office, communications, computer science and data processing, education, engineering/engineering technology, health care/sciences, home economics, mathematics, physical sciences, public administration and sciences, study skills, trade/industrial/technology, and miscellaneous. Each entry contains the developer's name, telephone number, and college affiliation, a brief subject description of the materials, the type of media format employed, and the student/course level for which it was intended. (Author/DC)

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# ours

## A Guide to Instructional Resources in Occupational Education

Cornell Institute for Research and Development
in Occupational Education
New York State College of Agriculture
and Life Sciences
Cornell University, Ithaca, NY 14853

In Cooperation with:
Office of Occupational Education
Grants Administration Unit
New York State Education Department

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Richard Pfund, Director, Learning Resources, State University College at Oswego;
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# INTRODUCTION

This Resource Guide was developed to fulfill a need expressed by both teaching professionals and learning resource personnel throughout New York State. It contains over 300 entries which are available through the Optimum Utilization of Resources (OUR's) Exchange System. The entries describe learning materials developed primarily by faculty of two-year colleges in the State. These materials have been used successfully by their developers to augment instruction and/or assignments within their course plans. They are now made available to other instructors for duplication or for use as a model to assist in planning new instructional materials.

Additional copies of this Guide will be made available in-state, upon request. Each request should contain a rationale explaining the use to which the Guide(s) will be put, e.g. library reference or faculty use. The request may be made directoy to the Cornell Institute for Occupational Education or channeled through the OUR's liaison on your campus who is identified in the Contributor Index.

Use of the Resource Guide and OUR's Exchange System.

Materials are listed according to the field of study for which they were developed. Each entry includes the developers name, telephone number, and college affiliation, a brief subject description of the materials, the type of media format employed and the student/course level for which it was intended. If no student/course level is indicated in an entry, it is understood that the material is geared to the average, introductory level student/course.

How to Locate Material. The table of contents lists materials by subject/field categories. This is one place to start your search. There are, however, problems with any cataloging system; materials occasionally appear to fit under several categories and sometimes no category seems appropriate. Similarly, there are frequently differences of opinion over what an appropriate category may be. To overcome categorization difficulties, this guide also contains a subject index. This index, which was developed from information contained in the abstracts and titles is another point of entry to the resource guide.

How to Obtain Materials

Suppose you are interested in information about a particular set of materials or have decided you would like to view the materials. There are essentially two alternatives for achieving those ends. First, and probably most efficient, is direct contact with the author of the materials. The alter-

native approach is to contact the OUR's liaison at your campus or at the author's campus. Each of these approaches are discussed in turn.

Faculty Contact. Each entry lists a phone number by which the author may be contacted. Each author has indicated a willingness to discuss their materials with interested parties in order to clarify the abstract and to discuss related matters such as how the materials have been used, how well the materials are received by students, and how transferable they believe the materials to be.

The primary purpose of the requestor-author contact is to exchange information and to articulate possible procedures for exchanging materials. The author may choose to send materials directly to the requestor; however, the OUR's Exchange System has established procedures to relieve the faculty of matters pertaining to the transfer of materials. The procedures involve OUR's liaison persons; their role in the system will now be discussed.

OUR's liaison persons as contacts. Each two-year college campus has, or should soon have, a person who is familiar with the OUR's system and who has "volunteered" to serve as an inter-college liaison as well as a contact between the college and the OUR's project. The name of each liaison is identified in the Contributor Index.

The liaison persons are primarily people who have a great deal of experience in, and knowledge of instructional materials and media. Their function in the OUR's system is

to facilitate the exchange of materials. Their experience in shipping materials and transferring media from one format to another makes them a valuable faculty resource. OUR's staff recommends that liaisons be involved in every transaction except for personal conversations between the requestor and the author. They anticipate being involved in the system and are prepared to assume some of the more onerous and complex tasks involved in the materials exchange.

Problems. The staff our OUR's is committed to making the Exchange System work. To that end the staff will serve as resource consultants to overcome problems that may interfere with the exchange process, e.g., incompatible equipment formats or inability of a college to duplicate materials. Write or call: Cornell Institute for Occupational Education at (607) 256-4537 about any OUR's related matter which cannot otherwise be resolved.

## ANCILLARY INFORMATION ABOUT OUR's

There are three potential problem areas which will now be addressed. They are: cost of materials listed in this guide, how to prepare preview material at least cost, and special considerations concerning specific media. These topics are dealt with below.

Cost. The major objective of the OUR's project is to make materials available to faculty at little or no cost. For most transactions the OUR's staff does not encourage establishing charges for the exchange of materials or services.

The rationale for this position is that production and mailing costs will tend to balance out even when there is no direct reciprocity between institutions. Cost benefits also accrue to departments using the OUR's system, that is, they will not have to sustain costs of producing totally new materials when materials listed in this Guide are used. In many cases the liaison at the requestor's college will be able to make special arrangements to cut costs even more. For example, they may send a blank video-tape to the lending college, to be used in reproduction.

Charges may have to be made in some instances. For example, some materials are expensive to reproduce and it's only fair that reproduction expenses be paid by the requestor's college or department. Then too, requests from out-of-state and similar non-reciprocal requests may require a cost of production charge.

It is well to keep in mind that it costs an institution to process requisitions and vouchers. An average cost is approximately $50.00. This means that if an institution charges another, say, $15.00 for production costs, it will cost the "dunning" institution $50.00 to process the claim.

Media Format. For preview purposes materials need not be requested in the same format as listed in the resource guide. There is likely to be loss of quality and information as material is duplicated, but these factors are less crucial for preview than for instruction. Therefore, in this section, recommendations are made concerning alternate media formats

which will allow a potential user to examine materials without making a commitment for a polished production.

Video tape is one of the best mediums for previewing material. Its chief attribute relative to the OUR's Exchange System is that the liaison at the requestors college can send a blank tape to the liaison of the author's college in order that it may be used to duplicate another tape or to copy, say, a slide/tape program. This alleviates the need of the author's institution to make an investment in materials. If the requestor finds the requested material is not suited to his/her purpose or wishes to obtain a better copy, the tape may be erased and no cost will have been incurred for materials.

Other possibilities are included in the table below. The first column contains the formats in which the materials exist; the second column recommends alternate formats which may allow the requestor to make a decision as to whether the materials are suitable for his/her class.

RECOMMENDED MEDIA PREVIEW FORMATS

| Existing Format | Recommended Preview Format |
|---|---|
| Print | Xerox |
| Computer | This format requires in most cases that the requestor visit the campus and use the program. |
| Slides | Video-tape, script, or storyboard |
| Slide/tape | Video-tape, script and/or tape and storyboard. |
| Film | Video-tape, script, or storyboard. |
| Transparencies | Xerox (if possible), video tape if complex or in color. |
| Audio tape | Script (audio tape) |
| Video tape | (Video tape) |
| Mock-ups or instruments | Photos, wiring/construction diagrams. |

Special Notes Concerning Media Formats. The few suggestions made here are to make readers aware of problems and limitations of specific media formats.

Slides - While most colleges will have facilities to photograph their slides (requestor should supply film) this is a more time consuming process than duplicating tapes (in which machines can be hooked up and left to run unsupervised). Copies obtained by this process are usually quite good.

Film - Many colleges are able to record a film on video tape through special equipment. This process is relatively labor free once the setup is completed.

Video Tape - The further away from the original a copy is, the worse the quality of the image. This is most obvious with video tape and xeroxed material. Whenever possible, the original tape or printed material should be used as the master.

Another serious limitation of video tape is the fact that so many sizes/formats exist. Older equipment is not compatible and a tape recorded on an older model, SONY, for example, will not play on another manufacturer's video tape player. This problem has been corrected in recent years. Be sure to determine that the video tape you send out will be playable when it's returned.

FOR CONTRIBUTORS ONLY

As a contributor to this resource guide you may find the category under which your material is listed inappropriate, or perhaps you would like to revise your entry. In such cases you may contact either the liaison at your college or the OUR's staff directly. A revised and expanded resource guide will be printed in 1978. Anyone desiring to contribute to the second edition should contact their college liaison, or complete and mail a copy of the form on page nine.

Control of Materials. There may be times when you will be asked to loan your materials or copies of it. This presents a dilemma because even the best intended people frequently "forget" to return what they borrow. Perhaps the best resolution of the dilemma is to place a copy of your materials in the college library and arrange for the materials to be borrowed through inter-library loan. An item on inter-library loan is controlled on a loan by the libraries. The requestor borrows materials for a limited time and must return them to the library in order for them to be mailed to the originating library. The inter-library loan system offers a measure of control which does not involve the author with worry about getting his/her materials back.

FOR COPY PURPOSES ONLY

CUR's

INSTRUCTIONAL MATERIALS DESCRIPTION FORM

Developer's Name: _____

College: _____ Phone: _____

Department: _____

1. Title of instructional materials: _____

2. For what subject/discipline did you prepare you material? (Several classifications may be suggested):

   Major Classification: _____

   Minor Classification: _____

3. Description (One to three sentence abstract):

4. Year of Production _____

5. Has material been cataloged by your college library ___yes ___ no

6. Student/audience (check appropriate category):

   _____Preparatory (developmental: remedial) ___Introductory ___Advanced

7. Media type (check those that apply):

   ___P--Print ___S/T--Slide tape ___16mm--Film ___T--Transparencies
   ___C--Computer ___S8-- Super-eight film ___FL--Film loop ___AT--Audio tape
   ___S--Slides ___8mm--Film ___FS--Film strip ___VT--Video tape

   Other_____

8. Other media characteristics:

   LENGTH _____Minutes

   No. of Items (e.g. No. of slides) _____

   Other information: _____

9. Have you any other comments about your materials?

MAIL TO: Project OUR's
Cornell Institute for Occupational Education
Stone Hall
Cornell University
Ithaca, New York 14853

# AGRICULTURE

## animal sciences

Most Popular Breeds of Beef Cattle

Author: James Curtis, Plant & Animal Science, Alfred Agricultural and Technical College. (607) 871-6188.

Photos of various beef cattle breeds.

Media: slides, approx. 25

Dairy Cow Calving

Author: James Curtis, Plant & Animal Science, Alfred Agricultural and Technical College. (607) 871-6188.

Shows the complete calving process: labor, birth, and post-birth phases.

Media: video tape, approx. 40 min.

Milking Parlors

Author: James Curtis, Plant & Animal Science, Alfred Agricultural and Technical College. (607) 871-6188.

Comparison of three types of milking parlors: side opening, herring bone, and rotary. [Introductory & Advanced]

Media: Four video tapes @ approx. 30 min. each

Dehorning a Dairy Calf

Author: Donald L. Haight, Animal Husbandry, Delhi Agricultural and Technical College. (607) 746-4332.

Demonstrates procedures to follow in dehorning a dairy calf. Methods covered include: caustic paste, tube, electric dehorner.

Media: super 8 film, approx. 3.5 min., no sound.

Removal of Dewclaws and Extra Teats

Author: Donald L. Haight, Animal Husbandry, Delhi Agricultural and Technical College. (607) 746-4332.

Shows an acceptable procedure for the removal of dewclaws and extra teats on dairy calves.

Media: super 8 film, approx. 3 min., with sound.

## plant sciences

Integrated Control of Plant Disease

Author: Daniel Marion, Conservation, Community College of the Finger Lakes. (719) 394-3500.

Discusses three methods to control common plant diseases (primarily fungal). The methods are: 1) biological, 2) cultural (i.e. environmental factors such as temperature pH, and humidity), 3) chemical (fungicides). The control methods are presented first as a concept, then examples are provided, finally a case is made for integration of the three methods. [Advanced]

Media: slide tape, approx. 25 min.

## ornamental horticulture

Bonsai

Author: Charles Stranb, Audio Visual, Farmingdale Agricultural and Technical College. (516) 420-2164.

Shows methods and procedures for dwarfing trees and large plants. [Advanced]

Media: video tape, 60 min.

# agricultural technology

Determination of Bacteria in Milk Products

Author: Edward Anna, Canton Agricultural and Technical College. No longer at college, contact OUR's liaison (See Index).

Demonstrated procedures for determining bacteria content in milk products. [All levels]

Media: video tape, approx. 25 min.

# forestry

Dendrology Field Manual

Author: James E. Caufal, Technical Program, SUNY College of Environmental Science & Forestry. (315) 848-2566.

Descriptions and sketches of nearly 100 native and exotic trees, shrubs, herbs, and ferns in Northern New York. Includes a twig key, a leaf key, a fern key, and a key to spring flowers and small plants.

Media: printed descriptions and sketches.

Forest Mensuration for the Forest Technician

Author: Charles E. Martin II, Technician Program, SUNY College of Environmental Science & Forestry. (315) 848-2566.

Procedures for carrying out forest inventories and measurement of forest products.

Media: printed handbook, 214 pages. Study questions at the end of each chapter aid the student in learning mathematical procedures.

Individualized, Self-Paced Modules for Chainsaw Maintenance

Author: Edward C. Pfeffer, Environmental Conservation, Community College of the Finger Lakes. (716) 394-3500.

Three self instructional modules: 1) Bar, Chain, and Sprocket Maintenance; 2) Signs of Wear; 3) Sharpening the Chain.

Media: video tapes @ approx. 10-20 min. each

Red Pine Forest Simulator

Author: John J. Sterbenz, Technician Program, SUNY College of Environmental Science & Forestry. (315) 848-2566.

A computer simulation to show the growth pattern of an even aged stand of Red Pine (Pinus Resinosa) and the response of the stand to silvicultural treatment.

Media: computer, Hewlett-Packard Model 9100B, with flat bed plotter.

# veterinary medicine

Isolator Assembly

Author: Dennis Baker, Agriculture and Life Sciences, Delhi Agricultural and Technical College. (607) 746-4273.

Demonstrates how to construct air isolator in which to keep laboratory animals in a germ free environment. This tape has been used in introductory classes at Notre Dame, and is discussed in Julian R. Pleasents chaper of Gnotobiotics (in Handbook of Laboratory Animal Science, Vol. I by Meilby, P.C. Jr. & Altman, Norman (Eds.), C.R.C. Press, Cleveland, Ohio.) A complementary video tape, "Use of an Isolator" by Kenneth Pyle, is available. A 28 page book, "Methods for Gnotobiotics - Standard Operative Procedure," complements both tapes. Written simply for foreign-born persons, it describes building, sterilizing and operating the isolator.

Media: print and video tape, approx. 50 min.

Fundamentals of Surgery of the Rat

Author: Dennis Baker, Agriculture and Life Sciences, Delhi Agricultural and Technical College. (607) 746-4273.

Demonstrates proper surgical procedures including skin preparation, making the incision, and tying a suture.

Media: video tape, approx. 26 min.

Sesamoid Bone Fracture Removal (Horse)

Author: D.E. Henry, Animal Husbandry, Morrisville Agricultural and Technical College. (315) 684-7083.

Shows an operation performed on a race horse to remove bone fractures.

Media: video tape cassette

Topics in Veterinary Medicine

Author: Douglas McBride, Agriculture and Life Sciences, Delhi Agricultural and Technical College. (607) 746-4272.

Demonstrates techniques of skin scraping for mange and heartworm check. Also provides micro views of motile microfilariea and motile lungworm larvae. Each type segment is less than 5 minutes long and lacks formal titles in order that they will fit smoothly into a lecture. Believed suitable for BOCES or college students interested in vet technical assistance.

Media: video tape, approx. 11 min.

Veterinary's Receptionist

Author: Douglas McBride, Agriculture and Life Sciences, Delhi Agricultural and Technical College. (607) 746-4272.

Three role-played situations in which the receptionist is faced with typical problems presented by pet owners. Individual titles are "Free Advice", "Where's Pookey?", and "No Owner Available".

Media: video tape, approx. 18 min.

Use of an Isolator

Author: Kenneth Pyle, Agriculture and Life Sciences, Delhi Agricultural and Technical College. (607) 746-4273.

Demonstrates sterilization and use of an isolator for keeping laboratory animals in a germ free environment. See complementary video tape, "Isolator Assembly" by Dennis Baker.

Media: video tape, 60 min.

# BIOLOGY

## anatomy & physiology

Anatomy and Physiology

Author: Albert Corbo and Barbara Pickard, Biology/Medical Laboratory, Hudson Valley Community College (518) 283-1100.

A series of auto-tutorial laboratories in anatomy and physiology.

Media: Fifteen programs, each utilizes a super 8 film cassette (for Norelco "PIP"), an audio tape, and workbook. Length varies from 27 to 42 minutes.

Dissection of a Rat

Author: Benarta Glickman, Biology, Monroe Community College. (716) 442-9950.

Orientation to dissection procedures. Part I - Introduction, and the abdominal cavity; Part II - The thoracic cavity. Students can work alone with the tape, or use it as preview or review.

Media: video tape, Part I - 1 hour, Part II - 20 min.

Dissection of the Cat

Author: Fred Bohensky, Biology, College of Staten Island, (212) 390-7571.

A three part program on dissection: Part 1 - Introduction, Part 2 - The Muscle System, Part 3 - The Skeleton. Emphasis is on the human skeletal system; comparisons are made to man throughout. Tapes contain titles, and contain special forms on dissection. Each may be presented as separate programs.

Media: Four video cassettes @ approx. 1 hour

Human Skeletal System

Author: Don Wager , Biology, Broome Community College. (607) 772-5184.

Introductory and review slide sequences. Most slides are of bones, some are of human models. (Highly flexible. Can be adapted for use with any text. User would probably want to make their own tapes.)

Media: Approx. 500 inventoried slides available.

Fetal Pig

Author: Don Wager , Biology, Broome Community College. (607) 772-5184.

A very basic guide to general anatomy and the digestive, reproductive, and urinary systems.

Media: print, photos with text.

Dissection of the Fetal Pig

Author: R. Rothstein, Philip Silverstein(D.D.S), George Jacobus, Medical Lab Technician/Dental Hygiene, Farmingdale Agricultural and Technical College.

Demonstrates dissection of the major systems of the doubly injected fetal pig. Audio tapes describe the approach and nature of the dissections, pointing out structures shown in the films. Professional camera work and zoom lens provide for clear view of the dissection. [Introductory and Advanced level medical lab. technology and nursing students.]

Media: Seven 16mm films and audio tapes; each film approx. 20 min.

## genetics

Drosophila - Genetic Studies

Author: Irma I. Markut, Life Sciences, Canton Agricultural and Technical College. (315) 386-7413.

Demonstrates how to cross pure strains of Drosophila.

Media: video tape, approx. 10 min.

## Genetics Population Models

Author: Arthur Gaisser, Medical Services, Alfred Agricultural and Technical College, (607) 871-6119.

Five CAI programs which provide for varying the factors which affect population growth. Programs include: 1) Unlimited Population Growth, 2) Limited Population growth, 3) Two Species Population Model, 4) Population Distribution, 5) Prediction of Population Size.

Media: computer - Burroughs 3500, Fortran IV

## Genetics - Applied Statistics

Author: Arthur Gaisser, Medical Services, Alfred Agricultural and Technical College. (607) 871-6119.

Three CAI programs which apply basic statistics to the mathematics of genetic studies in human population. Programs include: 1) Standard Deviation, 2) Regression Equation, 3) Chi square.

Media: computer - Burroughs 3500, Fortran IV

## Genetics - Gene Frequency Alterations

Author: Arthur Gaisser, Medical Services, Alfred Agricultural and Technical College. (607) 871-6119.

Four CAI programs which deal with factors that may alter gene frequency calculations. Programs include: 1) Relative Risk, 2) Selection against a gene, 3) Recessive sterilizations, 4) Generations vs. Frequency change.

Media: computer - Burroughs 3500, Fortran IV

## Genetics Problems

Aurhor: Arthur Gaisser, Medical Services, Alfred Agricultural & Technical College, (607) 871-6119.

CAI programs which deal with the basic mathematical calculations of an introductory genetics course. Student enters raw data in most cases. Programs include: 1) Simple sib bias correction, 2) Hardy-Weinberg formulas, 3) Snyders formulas, 4) Gene frequency, 5) Probability in siloship ratios, 6) Multiple alleles.

Media: computer - Burroughs 3500, Fortran IV

## marine biology

Marine Biology Sampling Methods

Author: Leo J. Curro, Life Sciences, Canton Agricultural & Technical College. (315) 386-7417.

Features methods in lake bottom sampling and plankton sampling.

Media: Several video tapes @ approx. 20 min. each.

## zoology

An Auto-tutorial Laboratory in Zoology

Author: Edward J. Parker and Richard Kapral, Biology/Natural Resources-Conservation, Morrisville Agricultural and Technical College. (315) 684-7062.

A survey of selected phyla from the animal kingdom, from Protozoa to Chordata.

Media: slide tape units of varying length; approx. 45 min. each.

## general

Lab Manual for Fundamentals of Life Science

Author: Benarta Glickman, Biology, Monroe Community College. (716) 442-9950.

Lab manual for an introductory course. Topics include microscope, mitosis, meiosis, model study of reproduction, genetics, senses, basic tests, digestion, vital processes, rat dissections, and chemistry and biochemistry supplements.

Media: print.

Topics in Biology

Author: Harold K. Shannon, Science Division, Jefferson Community College.

A series of lessons which cover the following topics:

Coelenterates, flatworms, roundworms, segmented worms, arthropods, fetal pig (introduction), digestive system, circulatory, excretion, reproduction, respiration, embryology, heredity

Media: Eighteen audio tapes @ approx. 15 min.

## Laboratory Manual of General Biology

Author: Harold K. Shannon, Science Division, Jefferson Community College. (315) 782-5250.

A laboratory manual for General Biology contains 14 experiments for one semester of an introductory college biology course.

Media: print.

## Osmosis and Diffusion

Author: Floyd R. West, Biology, Broome Community College. (607) 772-5162.

Basic information about diffusion as it relates to free energy. Treats osmosis as a special case of diffusion involving water. Discusses passive and active transport, osmotic pressure and hypothesizes re carrier molecules.

Media: slide tape, approx. 45 min.

## Advanced Biological Methods

Author: Charles R. Keese, Biology, Cobleskill Agricultural and Technical College. (518) 234-5248.

Audio-tutorial instructional packages in biological experimental methods. Topics include: tissue culture methods, radioisotope labeling, DNA isolation, spectrophotometer operations (Beckman 24), liquid scintillation methods, lysozyme isolation and assay, paper electrophoresis of RNA nucleotide, protein determination (Lowry method). [All levels]

Media: audio tapes of variable lengths.

## Solution Preparation

Author: Charles R. Keese, Biology, Cobleskill Agricultural and Technical College. (518) 234-5248.

Instructional packages covering molar solutions, molar solutions with liquid solutes, normal solutions, percent solutions, dilution and buffered solutions.

Media: Six audio tapes @ less than 15 min. each.

Photosynthesis

Author: Floyd R. West, Biology, Broome Community College. (607) 772-5162.

A history of the understanding of the photosynthesis process followed by fairly complete discussion of the light and dark phases of photosynthesis. Includes cyclic and non-cyclic photo-phospharylation.

Media: slide tape, approx. 50 min.

Biological Molecules

Author: Floyd R. West, Biology, Broome Community College. (607) 772-5162.

Three major classes of biological organic compounds (carbohydrates, lipids, and proteins) are studied. Component parts and the biological function are stressed, dehydration synthesis (condensation) and hydrolysis are emphasized.

Media: slide tape, approx. 45 min.

Science Laboratory Techniques

Author: Irma I. Markut, Life Sciences, Canton Agricultural and Technical College. (315) 386-7413.

"Use of Volumetric Glassware - How to Pipette", demonstrates use of serological, volumetric and measuring pipettes, and use of lamba pipette. Also demonstrates how to clean pipettes (approx. 15 min.) "Koehler Illumination;" demonstrates how to achieve proper illumination on Koehler equipment (approx. 10 min.).
"Electrophoresis", introduces the theory of electrophoresis and demonstrates methods of electrophoresis (two tapes @ approx. 20 min.).
"Aseptic Techniques", demonstrates how to transfer and how to do streak plate and pour plate techniques (approx. 15 min.).
"Serial Dilutions", demonstrates how to make serial dilutions using aseptic techniques (approx. 15 min.)

Media: video tapes, length varies as noted.

# BUSINESS & OFFICE

## accounting/bookkeeping

Computer Applications of Accounting

Author: Thomas E. Brown, School of Business, Alfred Agricultural and Technical College. (607) 871-6167.

A computer program covering the topics of Job Cost Systems and the General Ledger System. The General Ledger System is a computerized mode for the traditional manual accounting cycle.

Media: computer, Burroughs 3500; transparencies.

Theory & Problems of Accounting I and II

Author: Joel Lerner, Business, Sullivan County Community College. (914) 434-5750.

A solved problem approach to the field of accounting based upon practical application of basic accounting concepts. This material parallels the full year introductory accounting course and is co-ordinated with leading textbooks. Instruction is self-paced.

Media: print.

Accounting Principles

Author: Donald Litzingee, Linda Nicandre, Rudolph F. DeFazio, Business Administration, Monroe Community College. (716) 442-9950.

A computerized student response system with accompanying software. Designed to teach principles of accounting to business students. A textbook to accompany system is to be published in 1978.

Media: Computer, slide tape, text.

Basic Accounting Model

Author: Emil Wittek, Accounting-Management, LaGuardia Community College. (212) 937-9200.

Discusses the complete accounting cycle for a single proprietorship, service oriented business. The material contains numerous short answer questions. The answers should be elicited from the students in a discussion form. The last part of the model allows students to evaluate the business in an essay form.

Media: student worksheets, a teacher's manual, and transparencies.

Flowcharts of Accounting Operations

Author: Ronald L. Hileman, Accounting, Cobleskill Agricultural and Technical College. (518) 234-5429.

Flowcharts depicting various accounting operations. Topics covered are: LCM and estimating ending inventories, accounting cycle, voucher system, petty cash, preparing a trial balance, and five diagrams of sales, purchases and cash payments.

Media: transparencies; there are 13 different topics. Some topics require more than one transparency to complete flowchart or diagram.

Principles of Accounting: Performance Objectives & Computer Test Banks

Author: Ronald L. Hileman, Accounting, Cobleskill Agricultural and Technical College. (212) 234-5429.

Performance objectives of ten topics in Principles of Accounting I, and seven topics in Principles of Accounting II. The test banks are coded by topic, subtopics, type of question, topic objective and difficulty. These objectives and questions have been written so any test can be issued. The test banks are part of a series of computer programs developed by Nels Ovugaard, Professor of Data Processing at Modesto Junior College. Modesto CA 95350.

Media: print

# secretarial - general

Gestalten Approach to Training Legal Secretaries

Author: Josie M. Abrams, Business Administration, Onondaga Community College. (315) 469-7741.

Tasks of a legal secretary are presented through the assemblage of a "puzzle". Pieces are added until the puzzle is completed. [Introductory and Advanced level.]

Media: transparencies

Secretary Power or How to Become Indespensible to Your Boss

Author: Eleanor Carter, Learning Resources Center, Cobleskill Agricultrual and Technical College. (518) 234-5844.

Shows secretaries how to use local agencies, libraries, and resource materials to locate financial, biographical, statistical, and other information of value to employers.

Media: slide/tape, approx. 20 min. includes printed support material and assignment.

Telephone Techniques

Author: J. K. Lawless, Business, North Country Community College. (518) 891-2915.

Examples of standard formats for the most common incoming and outgoing calls, and realistic advice about the more difficult problems: "dunning deadbeats", "flack-catching", "the abusive and/or flirtatious caller", "the hold mode", "conference cails".

Media: audio tape, approx. 30 min., auxillary print material.

# word processing

Word Processing Equipment Operation

Author: Edith Lawson, Business Administration, Community College of the Finger Lakes. (716) 394-3500.

Programmed methods which interface with magcard and memory typewriters as well as IBM program operation manuals. The modules are composed of packets which may be instructional, managerial (i.e., they direct to other resources), review,

or progress checks (self-tests). The material provides more than a semester worth of student work and must be selected.

Media: Programmed texts, approximately 30 packets organized into nine modules.

Selected Word Processing Projects

Author: Paul Buklarewicz, Secretarial Science, Farmingdale Agricultural and Technical College. (516) 420-2000.

The following areas are considered: dual media editing, stopcode letters, editor typewriter operation. The materials are used on Redactor editing typewriters using magnetic cards and tapes to alternate variable and static information on business correspondence. The materials have been developed to be used in office practice lab as extra credit projects.

Media: print, each package takes one or two hours to complete.

Introduction to Word Processing

Author: Joyce Coolidge, Secretarial Science (Business Division) Jefferson Community College. (315) 782-5250.

Presentation of basic concepts of word processing. Demonstrates input going through word processing cycle. Illustrates basic equipment. Emphasis is on terminology.

Media: slide/tape with supplementary print material. approx. 20 min.

## reprographics

Fluid Duplicator

Author: Gerald J. Wetterhahn, Secretarial Science, Jefferson Community College. (315) 782-5250.

Operation of standard fluid duplicator.

Media: slide/tape, 21 slides, approx. 25 min.

Instruction on A. B. Dick Mimeograph Machine

Author: Gerald J. Wetterhahn, Secretarial Science, Jefferson Community College. (315) 782-5250.

Operation of an A.B. Dick mimeograph machine.

Media: slide/tape, 33 slides, approx. 25 min.

Gestetner Mimeograph Machine

Author: Gerald J. Wetterhahn, Secretarial Science, Jefferson Community College. (315) 782-5250.

Complete instruction on operating a Gestetner mimeograph machine (silk screen type).

Media: slide/tape, 52 slides, 35 min.

## shorthand & transcription

Punctuation Programmed for Transcription

Author: Adelord S. Blanchard, Secretarial Science, Canton Agricultural and Technical College. (315) 386-7500.

Common punctuation rules in transcription; the use of the comma and numbers in business letters presented in a programmed format. Drills and exercises included.

Media: print.

Use of Commas

Author: Eleanor Carter and Ruth Webster, Secretarial Science, Cobleskill Agricultural and Technical College. (518) 235-5222 or 234-5844.

Three programs in the use of commas:
"Why Use Commas", (10 min.) promotes the proper use of commas by the secretary. Explains the function of the comma, its uses, and the confusion resulting from improper usage. A humorous account of comma errors.
"Separating and Replacing with Commas", (20 min.), teaches the rules for separating and replacing with commas. Includes study guide, exercises, and test. Exercises & test are keyed to rules so that problems can be diagnosed and further study prescribed.
"Setting off With Commas", (25 min), teaches the rules for "setting off" with commas. Includes study guide, exercises, and test.

Exercises and tests are keyed to rules so that problems can be diagnosed and further study prescribed. Designed as individualized instruction. Tape is pulsed to advance slides and to start/stop.

Media: Three slide/tapes. Lengths given above.

Video-Audio Modules for Gregg Shorthand Theory

Author: Alline Holmes, Secretarial Science, Delhi Agricultural and Technical College (607) 746-4360.

This is a set of video tapes covering presentation of Gregg shorthand theory in an actual class. Accompanying audio tapes are used for practice reading and simple dictation. These tapes are used every semester, both for independent study and remedial work.

Media: Forty video cassettes @ approx. 40 min. each.
Twenty-five audio cassettes @ approx. 30 min. each.

Individualized Instruction for First-Year Touch Shorthand

Author: William E. Griffiths, Empire State College at Alfred Agricultural and Technical College. (607) 871-6231.

Individualized teaching system for the first year of Touch (machine) shorthand for public or higher education. Instructor's guides and sample evaluations are included as well as goal-pacing information for each student. System has been used for four or five years with excellent outcomes.

Media: 57 tapes @ 60 min. each. Also included are instructional guides, sample evaluations and goal-pacing information.

Manual for Students of Court Reporting; Preventive Maintenance of the Shorthand Machine

Author: Robert W. McCormick, Executive Secretarial Department, Alfred Agricultural and Technical College. (607) 871-6131.

This manual provides a basis for learning advanced court reporting techniques. It links stenographic techniques with the art of court reporting to help develop the complete Courtroom Reporter. Demonstrates the proper methods of maintaining the shorthand machines used in court reporting (oiling, inking, changing ribbons, etc.).

Media: Slide/tape, with supplementary print material. Also available is a description of a Court Reporting Multi-Media Laboratory which contains tapes, recorders, video-tapes, etc.

## Audio-Visual Tutorial Elementary Shorthand

Author: Joyce Damery, Business Administration & Social Sciences Division, Tompkins-Cortland Community College. (607) 844-8211.

Individualized training in elementary shorthand by use of slide/tape programmed instruction. Each lesson requires slide/tape presentation, reading from textbook plates, practice dictation from pre-recorded tapes on each lesson, and a workbook study guide. A pre-test is given at the beginning of the course for those who have had previous training, a post test at the end of each chapter, and a comprehensive final exam at the end of the course.

Media: 48 slide/tape programs of varying lengths. Total of 3,009 slides.

## Audio-Tutorial Intermediate Shorthand

Author: Elaine S. Levine and Joyce Damery, Business Administration and Social Sciences, Tompkins-Cortland Community College. (607) 844-8211.

An audio-tutorial course in intermediate shorthand which provides for a review of Gregg theory, an increase in dictation and speed and accuracy, an introduction to business dictations and an introduction to transcription for mailability. Course was designed to be used with commercially prepared speed tapes by Gregg Division/McGraw-Hill Book Company: "Multi-Channel Tapes for Gregg Shorthand for Colleges, D. J. S., Volume Two, Second Edition." [Advanced level]

Media: audio tape, and workbook/study guide.

## Outlines in Shorthand for Legal Terminology

Author: Gloria M. McDonnell, Secretarial Science, Kingsborough Community College. (212) 934-5780.

Shorthand outlines, in Pitman and Gregg, for legal dictation and transcription. These outlines were devised because similar outlines were not available in textbooks used for the preparation of legal secretaries.

Media: print.

## typewriting

Typing Tables

Author: K. Takei, Secretarial Science, Bronx Community College. (212) 367-7300.

Demonstrates typing of two column tables, without column heads. Additional slides are available to demonstrate centering over column heads.

Media: slide/tape, approx. 16 min.

Typing Instruction

Author: Gerald J. Wetterhahn, Secretarial Science, Jefferson Community College. (315) 782-5250.

Instruction on IBM Executive proportional space typewriter.

Media: slide/tape, 27 slides, approx. 25 min.

## marketing

Business Operations

Author: Cliff Butt, Business, Suffolk County Community College. (516) 273-4506.

A sequence on buying merchandise is shown as carried out by the store's buyer.

Media: video cassette, 40 min.

Dressing a Mannequin and Bust Form

Author: Carol Houston, Media, Nassau Community College. (516) 222-7000.

Demonstrates the proper ways to display merchandise on bust forms, in shadow boxes and on mannequins. Close attention is paid to minute details, such as pin placement, which coordinate the overall effect. [All levels]

Media: video tape, approx. 30 min.

# business organization & management

Business

Author: Louis D. Canale, Business, Genesee Community College. (716) 343-00-5.

A presentation of the Business Division at Genesee Community College with major emphasis on the retail management and travel and tourism curricula. Used primarily as a recruiting tool.

Media: slide/tape, 15 min.

Work Simplification Program for Increased Productivity

Author: Robert Hensel, Coordinator Management Engineer Technology, Erie Community College. (716) 634-0800.

Describes methods to improve productivity: flow process chart, flow diagrams, act breakdown, men and machine charts, multiple activity.

Media: 115 slides, 15 page handout.

Individualized Instruction in Business

Author: Robert Sands, Business Administration, Alfred Agricultural and Technical College. (607) 871-6174.

Presents concepts covered under the following topics: 1) Legal Forms of Business Ownership and 2) Internal Organization: Structure and Process. An accompanying student handbook provides an outline of each module, a list of important concepts and terms, and answers to the "Review of Understanding Quizzes". The Modules are intended for use in a resource center with the student controlling the pace of the instruction.

Media: Slides and audio tape; approx. 60 slides per module. Each module requires approx. 20-25 min. Supplementary print material.

# COMMUNICATION

## advertising

### Advertisements

Author: Gene Altman, Business, Columbia-Greene Community College. (518) 828-4181.

Illustrates a variety of traits and concepts in advertisements such as horizontal co-op, vertical co-op, positioning, and ads pinpointed to various market segments. Intended to supplement classroom discussion throughout the course.

Media: 75 slides

### The Power of Public Relations Advertising

Author: William Elenko, Business Division, Herkimer County Community College. (315) 866-0300.

Public Service Advertisements with commentary explain and depict various public relations topics. Topics covered include: Anti-pollution, shoplifting, physical fitness, voter apathy, and others. All ads are student original creations.

Media: slide/tape, 15 min. (35 slides)

### Display Techniques

Author: Louis D. Canale, Business, Genesee Community College. (716) 343-0055.

A full size store front display window on wheels in which to train students in display techniques. Store front size - 12' long x 7' deep x 9' high.

Media: Mockup. Plans or photo may be available.

# COMMUNICATION

Deca Award Winning Ad Campaign: Video Presentation

Author: Gene Altman, Business, Columnia-Greene Community College. (517) 828-4181.

Video tape of the National Award winning Ad Campaign by Earle Carney and Scott Rose. Award winning manual that accompanies tape is also available. The program has helped upgrade the caliber of student projects.

Media: video tape, approx. 12 min.

## speech

Interpersonal Skills for Personal and Professional Use

Author: JoAnne Romeo Anderson, Communication Arts Department, LaGuardia Community College. (212) 626-5578.

Introduces students to communication concepts, theories, and skills used in personal and professional settings. Topics include: What is communication? How does culture affect communication patterns? What are effective response styles? How do language choices and nonverbal cues affect one's image? How can a verbal confrontation produce its intended result? What are effective ways to organize a message? How does a person prepare for and present a successful job interview?

Media: printed curriculum.

Interpersonal Communications

Author: Susan Hale, Communication Arts and Sciences, Tompkins Cortland Community College. (607) 844-8211.

An introductory look at the dynamics of interpersonal communications. Designed to be used with SRA's Interpersonal Communication Study Module.

Media: audio tape and video tape, approx. 58 min.

The Toulmin Model (The evidence and reasoning process)

Author: Richard Young, Liberal Arts-Speech, Jefferson Community College. (315) 782-5250

Presents the Toulmin Model and its various components. [All levels].

Media: transparencies

Nonverbal Communication

Author: Ronald C. Hamilton, Humanities Division, Genesee Community College. (716) 343-0055.

Examples of non-verbal communication are shown in this video tape. Artifacts, proxemics, kinesics, paralanguage, and other topics of non-verbal communication are considered.

Media: video tape, 30 min.

Introduction to Public Communication

Author: Ronald C. Hamilton, Humanities Division, Genesee Community College. (716) 343-0055.

Converts an interpersonal communication model to a public speaking model using a graphical representation of the model. The tape is used to make the transition between the study of interpersonal communication and public speaking in a course using the texts: Interpersonal Communication by Fred E.Jandt and "An overview of Speech Preparation" by John Angus Campbell.

Media: video tape, 25 min.

# interviewing

Interviewing Techniques

Author: Paul Barnard, General Education: Human Services, Schenectady Community College. (518) 346-6211.

Role playing situations in which students demonstrate interviewing techniques: non-verbally and verbally. Varies from receptive listening approach to probing-interview to show students they can direct an interview. It allows students to identify techniques in interviewing.

Media: video tape, 20 min.

Techniques for Interviewing Families

Author: Susana Bouquet-Chester, Continuing Education, Ulster Community College. (914) 679-6635.

A role-play situation of a family with problems. Comments are made on the situation. This would be useful for social workers. [Advanced level]

Media: video tape, 30 min.

## television

The Dynair VS-153A Production Switcher

Author: Thomas Durfey, Communication Media, Dutchess Community College. (914) 471-4500.

Instruction on the operation of the VS-153A production switcher; describing corners, splits, dissolves and takes.

Media: video tape, 25 min.

Public Vs. Commercial Television (Edited Version)

Author: Thoams Durfey, Communication Media, Dutchess Community College. (914) 471-4500.

NET producer Alvin Perlmutter discusses the Great American Dream Machine and other public broadcasting programs, their production and creativity and contrasts with programming on commercial television.

Media: video tape, 28:30 min.

Portapak Self Instructional Package

Author: Kari Stock, Learning Resources Center, Cobleskill Agricultural and Technical College. (518) 234-5841.

Basics necessary to properly operate a SONY "Portapak" video tape recorder. Program has been validated on a population of Cobleskill's students. This has been designed for the specific needs of our campus. Would have to be modified for use elsewhere.

Media: print, audio tape, approx. 30 min.

# COMPUTER SCIENCE & DATA PROCESSING

ET-433 - Computer Fundamentals

Author: Robert Jennings, Electrical Technology, Canton Agricultural and Technical College. (315) 386-7210.

Laboratory manual covering topics in Digital Logic (Flip Flops, readouts, counters, shift register, and RAM's.)

Media: print.

IBM sys/360-370 Assembler Language

Author: Rina Yarmish, Mathematics, Kingsborough Community College. (212) 934-5835.

Basic elements of programming with IBM 360-370 assembler language are discussed. Students are taught to write complete programs by the second week. The material may become commercially available.

Media: print.

Mini & Micro Computer Architecture, Theory and Programming

Author: Ronald P. Hunter, Electronics/Instrumentation, Monroe Community College. (716) 442-9950.

The series covers a particular industrial mini-computer's architecture and machine language programming. The series requires considerable background on the part of the instructor and is currently based upon the availability of a particular computer. It can be modified for any other computer, but this one was chosen for its simplicity; to transplant to another one would considerably lengthen the series and the aids would have to be modified. It is currently aimed at technicians who will have to interface with and repair computers. As of this printing the program is the result of six years developmental effort and experience with its use. (approximately 80 students per year.)

Media: Four 45-minute video tapes, lecture notes, example problems.

# EDUCATION

## pre-elementary

More Than Cricket, Pt. I & II

Author: Eleanor Carter, Learning Resources Center, Cobleskill Agricultural and Technical College. (518) 234-5844.

Part I teaches potential pre-school teachers to use appropriate resource materials to select books for young children, to locate supportive information about authors and illustrators, and to find book reviews for childrens literature. Part II teaches potential pre-school teachers to select resource materials for a teaching unit. The methods for discovering books, children's magazines, folklore, poetry, creative activities, audio-visual, and pamphlets--all on a single topic--are described.

Media: Two slide/tapes @ 20 min. Includes printed support material and assignments.

Nursery School Children

Author: Barbara Holmes, Karl Stock, Nursery Education, Cobleskill Agricultural and Technical College. (518) 234-6691.

Three programs dealing with nursery school children 1) Dressing children: outside clothing, necessary adult help. 2) Block play: use of blocks in preschool curriculum. 3) Water play: value of providing water play exercises.

Media: Three video tapes @ approx. 10 min.

Pre-reading-Reading Skills-Reading Systems

Author: Judith Danoff, Behavioral Sciences, Kingsborough Community College. (212) 934-5964.

Presents pre-reading and basic reading skills, (word recognition, comprehension, and work study skills). Demonstrates

several current reading systems; administration of an informal reading inventory test; criteria for selection of childrens' literature; and how to read a story to a group. This material introduces skills but it can be used by advanced students to review and further understand the reading process. [All levels]

Media: Eight video tapes @ approx. 30 min. each.

## special education

Rhinebeck Country School

Author: Thomas Durfey, Communication Media, Dutchess Community College. (914) 471-4500.

Presents an overview of the Rhinebeck Country School, a school for the handicapped, discussing available programs and how school residents function in these programs.

Media: video tape, 26 min.

## educational technology

"What Medium for What Message?"

Author: Donald J. Canty, Library and Learning Resources, Bronx Community College. 367-7300.

Illustrates the types of media formats commonly employed in group and individualized instruction, and outlines a method for choosing the most suitable medium for a particular instructional message.

Media: slide/tape, 40 min.

Designing Individualized Instruction

Author: Eleanor Carter, Learning Resources Center, Cobleskill Agricultural and Technical College. (518) 234-5844.

Teaches two-year college instructors to design individualized instruction in mediated format. It covers task identification and analysis, writing performance objectives and evaluation measures, selecting an appropriate format, writing guides

for students, visualizing ideas, scripting, and self-critiquing.

Media: slide/tape, 30 min. Accompanying workbook containing examples and practice exercises.

## career counseling

Introduction to a Nursing Program

Author: Pat Gonet, Nursing, Tompkins-Cortland Community College. (607) 844-8211.

Describes and portrays educational endeavors and clinical procedures performed by students enrolled in the Tompkins-Cortland Community College. Has been used primarily as a recruitment tool. [Preparatory level]

Media: available in both slide/tape and video tape, approx. 10-15 min.

Interviewing Techniques

Author: Michael McGraw, Financial Aid and Placement, Tompkins-Cortland Community College. (607) 844-8211.

Describes how to act in an interview. Contains a mock interview [Preparatory level]

Media: video tape, 45 min.

What Questions to Expect in an Interview

Author: Michael McGraw, Financial Aid and Placement, Tompkins-Cortland Community College. (607) 844-8211.

A personnel officer at a local industry discusses questions to expect during an interview. [Preparatory level]

Media: video tape, 15 min.

Career Opportunities in Food Service

Author: Marcia McDowell, Food Service Administration, Monroe Community College. 442-9950.

Presents career opportunities in Food Service Administration. People are shown in work situations. Suitable for recruitment of high school students.

Media: slide/tape, 10 min.

Careers in Food Processing

Author: Norman F. Johnston, Morrisville Agricultural and Technical College. (315) 684-7041.

A series prepared primarily as a recruitment tool. Fields included are Food Processing, Dairy and Food Science, Environmental Science, and Wood Products Technology. Describes high school preparation required, curricular and extra-curricular activities at the College, and provides a brief view of graduates at work.

Media: video cassettes. Four programs @ approx. 20 min.

Interviews With Persons Active in Various Occupational Fields

Author: Ralph Paul and various faculty of Nassau Community College.

Fields and interviewees are -
Life Insurance: Reven Schwartz, East New York Bank.
Sales: Oliver Crom Executive Vice President, Dale Carnegie.
Safety and Health: Larry Denker, Corporate Manager, Aurora Products.
Nursing, Licensed Practical: Margaret Gehnrich, Registered Nurse, Private Practice.
Bookkeeping and Accounting: Philip DeFliese, Accountant and Partner Cooper's Lybland.
Industrial Engineering: Gail Moore, Director of Facilities and Planning, Robert Gerefe, Korfund Dynamics Corporation.
Civil Engineering: Al Bockner, Civil Engineer, New York State.
Criminal Law: Daniel Guido, Commissioner, Nassau County Police Department.
Law/Criminal Law: (Three Programs) Brian E. Sullivan, Detective, Nassau County Police Department, Walter Jennings Detective, Juvenile Aid Bureau, Nassau County Police Department, Joan Yale, Sex Crimes Unit, Nassau County Police Department.
Trade/Tech/Industrial/Power: (Two Programs) Eugene Luntey, President, Brooklyn Union Gas Company, Ira Freileischer, Vice President, Long Island Lighting Company.
Communication: Sylvan Fox, Editor, Newsday.
Journalism: Bryon Belt, Critic, Newhouse Publications.
Visual & Performing Music: Seymour Lipkin, Music Director, Long Island Symphony Orchestra. Eleanor Steber, Star Metropolitan Opera Company.

Media: Nineteen audio tapes @ 15 min.

Occupational Interviews

Author: Ronnie Bayer Lipp, Student Services, Corning Community College. (607) 962-9228.

Student interviews with workers in occupational area of interest to student.

Media: various audio tapes @ approx. 10-20 min.each. Tapes accompanied by photos/slides of the work.

## counseling & guidance

Financial Aid Information

Author: Joseph A. Russo, Student Services-Financial Aid, Genesee Community College. (716) 343-0055.

Provides information on two of the most basic student aid opportunities in the classroom: Tuition assistance program (TAP) and Basic Education Opportunity Grant (BEOG). This tape has been used in campus classrooms, for high school parents' groups, and in training new professionals in student aid. It has also been used in the Resource Center by individual students. [All levels]

Media: video tape, 7 min.

Financial Aid Presentation

Author: Susan Armiger, Doug Strauss , Kathy Little, Student Development Bronx Community College. (212) 367-7300.

Demonstrates proper procedure for filling out financial aid forms, including Tuition Assistant Program (TAP), Basic Educational Opportunity Grant (BEOG) and (FAF). This material is housed in the office of Student Development.

Media: slide/tape

Introduction to the Process of Transfer

Author: Margaret T. Pearson, Counseling, Cobleskill Agricultural and Technical College. (518) 234-5211.

Introduces references, questions necessary to answer and other pertinent details in beginning one's search of institutions for transfer.

Media: audio tape.

# ENGINEERING/ ENGINEERING TECHNOLOGY

## automotive technology

Engine Overhaul

Author: Roland Granger, Automotive, Alfred Agricultural and Technical College, Wellsville Campus. (716) 593-1990.

Various engine overhaul operations. [Advanced]

Media: slides and transparencies.

Primary Ignition System Testing

Author: Paul Neuroth, Automotive, Alfred Agricultural and Technical College, Wellsville Campus. (716) 593-1990.

Test procedure designed to single out primary ignition components and test each under operating conditions. Test is designed to utilize voltmeters, ohmmeter, ammeter. [Advanced]

Media: Transparencies, job outline, worksheet.

Alternator Service and Testing

Author: William F. Rennells, Automotive Service Specialist, Alfred Agricultural and Technical College Wellsville Campus. (716) 593-1990.

Testing and repair of automotive alternator charging units. [Advanced]

Media: transparencies and a kit of printed material containing, class outline, laboratory information sheet on car testing, student work sheets.

N.Y.S. Vehicle Inspection Procedure

Author: Frank Woythal, Thomas Jamison, Automotive, Alfred Agricultural and Technical College Wellsville Campus. (716) 593-1990.

Automotive Air Conditioning

Author: Thomas Jamison, Frank Woythal, Automotive, Alfred Agricultural and Techncial College. (716) 593-1990.

Theory, description, operation, diagnosis, and repair of current auto air conditioning systems. Transparencies are supplemented by actual components displayed in the classroom. The set of transparencies are from material gleaned from all manufacturers manuals through 1977, and supplemented by instructor prepared illustrations. Date of last update is 1/77.

Media: transparencies

Simulator/Trainers for Testing Automotive Systems

Author: Theodore R. Woolsey, Automotive, Alfred Agricultural and Technical College, Wellsville Campus. (706) 593-1990.

Four setups of original automotive equipment on plywood panels. Equipment is operational for testing purposes. Systems are: 1) electronic ignition, 2) fuel injection, 3) automatic air, and 4) complete automotive electrical system. These items would be difficult to transport, therefore alternative approaches to exchange are recommended. [Advanced]

Media: Trainers

Basic Pressure Regulation

Author: Howard E. Tucker, Vocational Division, Automotive, Delhi Agricultural and Technical College. (914) 676-3146.

Deals with force and pressure in hydraulic systems, spool valve reactions and pressure regulation as applied to automatic transmissions. Has helped to prepare students for more complicated hydraulic concepts.

Media: slide/tape, approx. 30 min. A programmed study guide is also available.

# civil engineering/technology

Architectural History

Author: Jeffrey Johnston, Civil Engineering Technology, Alfred Agricultural and Technical College. (607) 871-6146.

Architectural history from ancient to modern times. Many of the slides were taken in southern Europe. They illustrate the concepts of civic space, city planning, and city scape in addition to showing specific landmarks.

Media: slides, approx. 60 slides per lecture x 20 lectures.

Architecture/Building Construction

Author: Dan Rockhill, Civil Engineering Technology, Alfred Agricultural and Technical College. (607) 871-6146.

Illustrates techniques of model building. Examples are given of the work of former students. [Advanced]

Media: slides

Architectural Design & Drawing

Author: Dan Rockhill, Civil Engineering Technology, Alfred Agricultural and Technical College. (607) 871-6146.

The fundamentals of basic architectural drawing. Takes students through to the process of developing a set of working drawings.

Media: slides

Sketching, Rendering to Perspective

Author: Jeffrey Johnston, Civil Engineering Technology, Alfred Agricultural and Technical College. (607) 817-6146.

Development of free hand drawing skills as they relate to architectural design and development of architectural presentation skills as they relate to rendering and perspectives. Slides of student work are included.

Media: slides

Loads in Buildings

Author: Edwin Wilmarth, Engineering Technology, Delhi Agricultural and Technical College. (607) 746-4227.

Presents section views of buildings, and shows how loads are distributed.

Media: 6 transparencies.

Destructive Bridge Testing

Author: James Flynn, Architecture, Dutchess Community College. (914) 741-4500.

Architecture students demonstrate a number of model bridges being tested to their failure limit by using bricks as a static load.

Media: video tape, 45 min.

## electrical engineering/technology

Power Supplies

Author: Wayne Cordwell, Electrical - Electronic Option, Canton Agricultural and Technical College. (315) 386-7211.

Laboratory experiments in electronic power supplies.

Media: print, lab manual.

Electricity

Author: Edward F. Herman, Technology, Corning Community College. (607) 962-9317.

Application of self-paced instructional plan (Keller Plan) to the teaching of electricity at a community college. For a number of reasons this material is no longer used at the college.

Media: print.

Electronic Circuits

Author: Robert Jennings & Wayne Cordwell, Electrical-Electronic Option, Canton Agricultural and Technical College. (315) 386-7211.

Laboratory experiments in electronic amplifiers, power supplies and oscillators.

Media: print, lab manual.

Electrical Engineering/Technology

Author: William T. Klein and John J. Mulligan, Electrical Technology, College of Staten Island. (212) 390-7646.

Describes introductory experiments on D.C. Generators & motors, AC alternators, transformers, induction motors, and various control systems. A section describing related test equipment is also included. The manual was written with specific equipment in mind.

Media: printed manual.

Electronic Fundamentals

Author: Wayne Cordwell, Electrical-Electronics Option, Canton Agricultural and Technical College. (315) 386-7211.

Laboratory experiments in basic electronics, meters and cathode ray oscilliscope use.

Media: Print.

Amplifiers

Author: Wayne Cordwell, Electrical-Electronic Option, Canton Agricultural and Technical College. (315) 386-7211.

Laboratory experiments in electronic amplifiers.

Media: Print.

Communication Systems

Author: Robert Jennings, Electrical Technology, Canton Agricultural and Technical College. (315) 386-7210.

Two laboratory manuals. Communication System I covers topics in transmission lines, antennas and microwave. Communication System II covers topics in class C amplifiers, AM modulation, FM modulation, AM and FM detection, and SSB generation.

Media: Print.

"Electrical Circuits"

Author: W. Ronald Powers, Electrical Technology, Broome Community College. (607) 772-5126.

Self-paced course in circuits, using integrated laboratory projects. Fifteen tape slide instructional modules are now available. Three more are being developed. Also available is the course package consisting of objectives, assignments, 14 lab projects and samples of 14 quizzes. Audio tapes are used to introduce each lab project. This material has been described in "A Philosophical Approach to Learning Management & Multimedia Presentation", by Ronald Powers, in Technological Horizons in Education December 1976, vo. 13 no. 9.

Media: slides, slide/tape, audio tape, video tape.

Electrical Technology

Author: Richard Game, Engineering Science, Farmingdale Argicultural and Technical College. (516) 420-2164.

Illustrates the composition and functions of the oscilloscope, the triode plate, and transresistance. [Advanced]

Media: video tape, 60 min.

Project Oriented Approach to Teach New Solid State Devices

Author: Ramesh S. Goankar and Rober C. Thielking, Electrical Technology, Onondaga Community College. (315) 469-7741.

The instructional material is concerned with experiments and projects with recent solid state devices; thyristers (SCR, DIAC, TRIAC), triggering devices (UJT, PUT), opto-electronic devices (LED, photo-transistors, opto-couplers) and operational amplifiers. Available by December, 1977.

Media: print.

Energy Supplies

Author: Morton Leifer, Electrical Technology, Rockland Community College. (914) 356-4650.

Lectures for an introductory course in energy supplies. Discusses circuits used to supply electronic devices such as radios, television, computers. Not a polished production, but effective.

Media: video tape, twenty, 30 min. sessions.

Electrical Circuits Laboratory an Individualized Approach

Author: Richard J. Leo, Electrical Technology, Broome Community College. (607) 772-5125.

An adjunct manual for laboratory, emphasizing self-paced instruction on test equipment, and basic principles.

Media: print.

## mechanical engineering/technology

Auto-Instruction Technical Physics Program

Author: Howard Herzog, Engineering Science, Broome Community College. (607) 792-5117.

Twelve "audio-tutorial" modules covering various aspects of introductory (non-calculus) physics, primarily in the area of mechanics. The materials were developed primarily for in-house use with no thought of publishing the materials. As a result, diagrams and problems were often utilized from previously published and copyrighted sources.

Media: audio tape.

Laboratory Manual

Author: Harry E. King, Air Conditioning Technology Department, Canton Agricultural and Technical College. (315) 386-7215.

Laboratory manual containing experiments covering fluid flow (air, water, & steam). Heat transfer equipment, and control systems. [Advanced]

Media: print.

Centrifugal Pump: Laboratory Demonstration

Author: Phil Alesso, Mechanical Technology, Alfred Agricultural and Technical College. (607) 871-6350.

Demonstrates method for testing performance characteristics of a centrifugal pump. Equipment used includes a raised reservoir, rota-meter, and mercury manometers.

Media: video tape, approx. 90 min.

Centrigugal Fan: Laboratory Demonstration

Author: Phil Alesso, Mechanical Technology, Alfred Agricultural and Technical College. (607) 871-6350.

Demonstrates method of testing performance characteristics of a centrifugal fan. Equipment used includes a strobotac, dynamometer. Air flow is measured by use of a venturi.

Media: video tape, approx. 90 min.

Mechanical Design Concepts

Author: Robert A. Merrill & Burton S. Garrell, School of Applies Science, Rochester Institute of Technology. (716) 464-2005.

The fundamentals of applied mechanics of materials are presented with design applications.

Media: Super 8 film with audio tape, approx. 15-20 min.

## environmental engineering/technology

"Canton Sewage Treatment Plant"

Author: Edward Anna, Ag & Life Sciences, Canton Agricultural and Technical College. No longer at college, contact OUR's liaison (See Contributors Index).

Detailed information on filtration and treatment of sewage. Shot on location at the Canton Village Sewage Treatment Plant.

Media: video tape, approx. 28 min.

## A Two-Year Water Quality Monitoring Curriculum

Author: Richard B. Glazer, Water Quality, Ulster County Community College. (914) 687-7621.

A standardized two-year curriculum which utilizes the format of behavioral objectives and serves as a prototype for other programs in the environmental or science area. Designed so that a sequence of courses, one course, or parts of a course can be extracted from it and then re-combined to form workshops, short training institutes, seminars, or diploma programs. May be adapted to all learner levels.

Media: Printed curriculum, 110 pages.

## Environmental Control

Author: Richard B. Glazer, Water Quality, Ulster County Community College. (914) 687-7621.

Modules illustrate and describe various techniques in environmental control. Topics include weed control in a lagoon, grab sampling, controlling landfill fires, performing PERC tests and using a topographical map. [All levels]

Media: Ten slide/tapes @ approx. 5-8 min. Also, a supplementary booklet.

## Basic Laboratory Techniques in the Environmental Sciences

Author: Richard B. Glazer, Water Quality, Ulster County Community College. (914) 687-7621.

Modules available: 1) Identification of Laboratory Equipment, 2) Balances, 3) Metric System, 4) Sampling Techniques, 5) Coliform by Millipore, 6) Laboratory Burners, 7) Glassworking and Thermometers, 8) Handling Liquids and Solids, 9) Hot Plates, Stirrers, and Heating Mantles, 10) Laboratory Ovens and Furnaces, 11) Care and Use of Glassware, 12) Care and Use of Burets, 13) Pipettes, 14) Crucibles, Filtration, and Ignition, 15) Vacuum Pumps and Aspirators, 16) Volumetric Analysis, 17) Solutions, 18) Preparing Culture Media, 19) Pouring Agar Plates, 20) Streaking Agar Slants and Plates, 21) Aseptic Transfers with Loop, 22) Counting Colonies, 23) Serial Dilution, 24) Making Total Counts, 25) Fecal and Total Coliform, 26) Fecal Streptococci. [All levels]

Media: 26 printed modules @ 3-4 pages each.

## Energy and Entropy

Author: Richard B. Glazer, Water Quality, Ulster County Community College. (914) 687-7621.

Discussion of energy, principles of thermodynamics, dispersion of energy, and entropy.

Media: Three slide/tapes, total 40 min.

## materials technology

How To Prepare Materials Testing Reports

Author: George J. Cavaliere, Mechanical Technology, New York City Community College. (212) 643-5015.

A series to instruct students in the format and procedures for preparing material test lab reports for concrete, wood, cast iron, brick, non-ferrous metals, and steel.

Media: Six slide/tapes, Lengths vary approx. 10-20 min. each. A 45 min. video tape is also available.

Fine and Coarse Aggregate - Experiments 16 and 17

Author: George J. Cavaliere, Mechanical Technology, New York City Community College. (212) 643-5015.

Demonstrates, the ASTM procedure for testing fine and coarse aggregates. The objects of these tests are to determine the grading, density, and bulking factor of both fine and coarse aggregate.

Media: super 8 film and film loop, approx. 15 min.

Wood - Experiment #12

Author: George J. Cavaliere, Mechanical Technology, New York City Community College. (212) 643-5015.

Demonstrates the ASTM procedure for performing a bending test on wood. The object of this experiment is to determine the modulus of elasticity, modulus of rupture, and the stress at the elastic limit of three wood specimens.

Media: super 8 film and film loop, approx 14 min.

The Unitron Metalurgical Microscope

Author: James P. Nagy, Materials Science, Erie Community College. (716) 634-0800.

Self paced study guide to the use of the unitron metalurgical microscope.

Media: slide/tape program; 77 slides, approx. 30 min.

Rydzik's Applied Testing Program #1

Author: John D. Rydzik, Engineering Technologies, Erie Community College. (716) 634-0800.

"Computerized Testing Program". Students perform destructive and non-destructive tests on ASTM prepared plastics specimens. Test data is then fed into "programmed" computer and an answer print-out provides instant analysis. [Advanced level]

Media: computer.

Concrete - Experiment #18

Author: Geroge J. Cavaliere, Mechanical Technology, New York City Community College. (212) 643-5015.

Demonstrates the ASTM procedure for performing an experiment on concrete. The object of the experiment is to determine the mix, cement factor, and compressive strength of concrete when given the water cement ratio.

Media: super 8 film and film loop, approx. 18 min.

*ADDENDUM: ENVIRONMENT*

Wavelength of a Colored Solution

Author: Ted Skaar, Water Quality Monitoring, Ulster County Community College. (914) 687-7621.

Determining the optimum wavelength of a colored solution using a Spectronic 70 is explained and demonstrated. This is a water quality control method.

Media: slide/tape approx. 8 min.

# HEALTH CARE/SCIENCES

## basic health sciences

Clinical Statistics Programs

Author: Arthur Gaisser, Medical Services, Alfred Agricultural and Technical College. (607) 871-6119.

A computer program which covers: 1) quality control limits from laboratory data, 2) two mean sample comparison, 3) chi square, 4) regression equation. The program may be run with laboratory exercise or separately.

Media: computer, Burroughs 3500.

Health Occupations

Author: Arthur Gaisser, Medical Services, Alfred Agricultural and Technical College. (607) 871-6119.

Two computer-based programs. "Lipids" is a review of the various types of lipids. Those of clinical significance are stressed. "Lipid metabolism: emphasizes digestion and synthesis and storage in the human body. The programs are used by students for self-evaluation after they complete textbook readings and attend lectures.

Media: computer, DEC-PDP-8, Language: basic.

Protein and Protein Metabolism

Author: Arthur Gaisser, Medical Services, Alfred Agricultural and Technical College. (607) 871-6119.

Two computer-based programs. The protein program reviews the basic knowledge of the structure and nature of amino acids and proteins. Reactions of amino acids are stressed. "Protein Metabolism" concentrates on protein digestion; amino acid absorption & protein synthesis. Analysis of proteins is also covered. The programs are used by students for self-evaluation after they complete textbook readings and attend lectures.

Media: computer, DEC-PDP-8 Language: basic.

Red Blood Cell Morphology

Author: Sharon Bramson, Biology Sciences, College of Staten Island. (212) 390-7571.

Identifies, evaluates, and describes red blood cell morphology on examination of peripheral blood smears. Topics included in this unit are erythrocyte size, shape, and staining characteristics. Both normal and abnormal examples of red blood cells are included. Used for independent study by introductory level medical laboratory technology students.

Media: audio tape cassettes accompanied by slides and print materials @ approx. 45 min.

White Blood Cell Morphology

Author: Sharon Bramson, Biological Sciences, College of Staten Island. (212) 390-7571.

An introduction to leukocyte identification and classification. Topics covered include peripheral blood smear preparation for microscopic examination, a method for identification and enumeration of normal white blood cells, and recognition of some possible variations encountered in routine blood cell examinations. Used for independent study by medical laboratory technology students.

Media: audio tape cassettes accompanied by slides and print materials. Approx. 60 min.

Integrated Science for Allied Health

Author: Gin K. Gee, Bob Kemphart, Mark Brodkin, Mary Lou Turgeon, Ann Siliciano, Bio-Chemistry, Corning Community College. (607) 962-9242.

An integration of anatomy and physiology, microbiology and biological chemistry into one Integrated Science course for Allied Health Students. Materials developed by a team of five instructors for about 40 units of the Integrated Science course.

Media: Approximately 40 units of a ten credit-hour course sequence. Approximately eighty 1 1/2 hour audio cassettes form the core. Many other media forms and various equipment support the tapes.

### Fluids & Electrolytes

Author: Arthur Gaisser, Medical Services, Alfred Agricultural and Technical College. (607) 871-6119.

A computer-based program which covers the distribution of water and electrolytes in the various body compartments. The effect of various disease states on these two factors is also covered. The student uses the programs for self-evaluation after they complete textbook readings and attend lectures.

Media: computer, DEC-PDP-8, Language: basic

### Carbohydrate & Carbohydrate Metabolism

Author: Arthur Gaisser, Medical Services, Alfred Agricultural and Technical College. (607) 871-6119.

Two computer-based programs. "Carbohydrates" tests for knowledge of the basic structure and chemistry of the more common and physiologically important carbohydrates. "Carbohydrate Metabolism" covers digestion and the human metabolism of carbohydrates. Knowledge of related diseases is also tested. Students use programs for self-evaluation.

Media: computer, DEC-PDP-8 Language: basic

### Glycolysis - Krebs Cycle

Author: Arthur Gaisser, Medical Services, Alfred Agricultural and Technical College (607) 871-6119.

A computer-based program which tests for knowledge of coenzymes, and enzymes found in both the glycolytic pathway and Krebs cycle. The students use the programs for self-evaluation after they complete textbook readings and attend lectures.

Media: computer, DEC-PDP-8. Language: basic

### Acid-Base Balance

Author: Arthur Gaisser, Medical Services, Alfred Agricultural and Technical College. (607) 871-6119.

A computer-based program which covers metabolic and respiratory acidoses, and metabolic and respiratory alkalosis. Compensatory mechanisms are also reviewed. Students use the programs for self-evaluation after completing textbook readings and attending lectures.

Media: computer, DEC-PDP-8. Language: basic

Enzymes

Author: Arthur Gaisser, Medical Services, Alfred Agricultural and Technical College. (607) 871-6119.

A computer-based program which tests the knowledge of basic enzyme structure and function. Physiologically important enzymes, as well as those whose blood levels change in diseased states, are covered. The students use the programs for self-evaluation after they complete textbook readings and attend lectures.

Media: computer, DEC-PDP-8. Language: basic.

Chemistry for Nursing Students

Author: Carl J. Polowczyk, Chemistry, Bronx Community College. (212) 367-7300.

1) Covalence, Bonding and Molecular Structure, 2) Molecular Structure, Isomers and Functional Groups I, 3) Isomers and Functional Groups II, 4) Organic Reactions, 5) Kinetics, Molecular Theory, Reactions, Catalysts, Enzymes, 6) Fatty Acid Spiral. [All levels]

Media: six programs of audio tape, slides, print, slide/tape @ approx. 15 min. each

Chemistry for the Health Sciences

Author: Karen Timberlake, Chemistry, Bronx Community College. (212) 367-7300.

Basic chemistry required in the health sciences. The program is used in conjunction with conventional class work. Scripts of the audio portion complete with diagrams are available.

Media: slide/tape.

Lipid Analysis

Author: Arthur Gaisser, Medical Services, Alfred Agricultural and Technical College. (607) 871-6119.

The chemistry of the reaction involved in lipid analysis, a description of equipment to be used and the clinical significance of abnormal serum levels.

Media: video tape, approx. 20-30 min.

### Inulin Clearance

Author: Arthur Gaisser, Medical Services, Alfred Agricultural and Technical College. (607) 871-6119.

Presents the method in a clinical situation to administer the inulin clearance test. The chemistry of the analytic reaction and the clinical significance is given. Emphasis is also placed on an understanding of the concept of a clearance.

Media: video tape.

### Clinical Biochemistry Computer Programs

Author: Arthur Gaisser, Medical Services, Alfred Agricultural and Technical College. (607) 871-6119.

Four computer programs covering: 1) clinical calculations from laboratory results, 2) clinical diagnosis on the basis of laboratory results, 3) calculation of normal range from laboratory data, 4) Henderson-Hassebalch equation. The programs are designed to be used with a laboratory exercise.

Media: computer, Burroughs 3500. Language: Fortran IV with Forbler interface to basic terminal.

### Reagent Standardization

Author: Arthur Gaisser, Medical Services, Alfred Agricultural and Technical College. (607) 871-6119.

These programs assist the student with the standardization of laboratory reagents. Specific topics are: 1) Lipase analysis and Reagent Standardization, 2) Iodine Number & Reagent Standardization, 3) Saponification Number & Reagent Standardization, 4) Normality of acid or base, 5) Molarity of acid or base. The program is designed to be run with laboratory exercises and a laboratory manual is required.

Media: computer, Burroughs 3500. Language: Fortran IV.

### Kidney Function Test

Author: Arthur Gaisser, Medical Services, Alfred Agricultural and Technical College. (607) 871-6119.

Three programs describing chemistry involved in the analysis, the origin of the compound, and the physiological importance of abnormal findings. Programs are 1) urea, 2) uric acid, 3) ureatmine.

Media: three video tapes, @ approx. 20-25 min. each.

Iodine Number - Saponification Number

Author: Arthur Gaisser, Medical Services, Alfred Agricultural and Technical College. (607) 871-6119.

Describes the chemistry involved in the analysis and explains the purpose of the analysis. Equipment set up is also demonstrated.

Media: video tape, approx. 30 min.

Autoanalyzer Dialyzer Change

Author: Arthur Gaisser, Medical Services, Alfred Agricultural and Technical College. (607) 871-6119.

Demonstrates the technique for changing the membrane of the Technicon Autoanalyzer.

Media: video tape, approx. 20 min.

Glucose Analysis

Author: Arthur Gaisser, Medical Services, Alfred Agricultural and Technical College. (607) 871-6119.

Three methods of glucose analysis: Folin-Wu, glucose oxidase and otoluidine. The Folin-Wu tape contains a brief summary of elevated and decreased glucose levels in serum. Reaction chemistry is presented on each tape.

Media: three video tapes @ approx. 20-30 min.

$CO_2$ Analysis

Author: Arthur Gaisser, Medical Services, Alfred Agricultural and Technical College. (607) 871-6119.

Demonstrates the use of the Kopp-Natelson microgasometer and gives the chemical significance of abnormal results.

Media: video tape, approx. 35 min.

Serum Electrolytes

Author: Arthur Gaisser, Medical Services, Alfred Agricultural and Technical College. (607) 871-6119.

Discusses the physiological function of the ions and the clinical significance of abnormal findings. The tapes cover

serum: 1) chloride, 2) calcium, 3) ion and TIBC, 4) protein bond iodine. The chemistry for each analysis is also given.

Media: four video tapes @ approx. 20-30 min. each.

Flame Spectrophotometry

Author: Arthur Gaisser, Medical Services, Alfred Agricultural and Technical College. (607) 871-6119.

Explains the theory of flame spectrophotometry and discusses the optics of simple instruments and those using the internal standard.

Media: video tape, approx. 30 min.

Enzyme Analysis

Author: Arthur Gaisser, Medical Services, Alfred Agricultural and Technical College. (607) 871-6119.

Discusses the chemistry of enzyme analysis and gives a brief clinical significance. Seven programs; 1) Alkaline Phosphatase-Babson, 2) Alkaline Phosphatase-Bodansky, 3) Transaminase-Colormetric, 4) Transaminase-Ultraviolet, 5) Amylase, 6) CPK, and 7) LDH.

Media: two video tape @ approx. 15-25 min. each.

Basic Enzymology

Author: Arthur Gaisser, Medical Services, Alfred Agricultural and Technical College. (607) 871-6119.

A computer program which tests knowledge of material contained in Beckman (commercial) slide tape programs. Each question is supplemented with additional information. Material covered is enzyme structure and function.

Media: computer, DEC-PDP-8 Language: basic

Clinical Enzymology

Author: Arthur Gaisser, Medical Services, Alfred Agricultural and Technical College. (607) 871-6119.

This computer program tests the basic knowledge of enzyme functions, the use of clincially important diagnostic enzyme tests and the use of enzymes as reagents. The correct answer to each question is given.

Media: computer, DEC-PDP-8 Language: basic

Basic Spectrophotometry

Author: Arthur Gaisser, Medical Services, Alfred Agricultural and Technical College. (607) 871-6119.

A computer program which tests the students' knowledge of the theory of spectrophotometry as well as the function of the basic parts of a spectrophotometer. Each question is supplemented with additional information.

Media: computer, DEC-PDP-8. Language: basic

Anatomy and Physiology Learning Modules

Author: Ronald Putnam and Era Scofield, Medical Services, Alfred Agricultural and Technical College. (607) 871-6119.

Learning modules utilizing computerized tutorials (i.e. questions, comments, and test files). The following modules are available: 1) Dysfunctions of the Central Nervous System, 2) Structure and Function of the Brain, 3) Acid-Base Theory, 4) Hormones, 5) The menstrual cycle and pregnancy, 6) Tracing Blood flow, 7) Endrocrine System, 8) Biochemistry for Anatomy and Physiology, 9) The Pituitary gland, and 10) Inorganic Chemistry for Anatomy and Physiology.

Media: Ten computer programs @ approx. 1 hour each.

## nursing - techniques

How to Take a Temperature

Author: Florence Ewanow, Nursing, Broome Community College. (607) 772-5059.

Oral, rectal and ancillory methods of taking temperature are shown; norms are discussed.

Media: super 8 film.

How to Monitor an I.V. Infusion

Author: Shirley Fletcher, Nursing Division, Ulster County Community College. (914) 687-7621.

Content includes: 1) calculation of I.V. drops per minute from number of cc's per number of hours, 2) monitoring a patient with I.V., 3) walking and sitting with an I.V.

and 4) factors to check when an I.V. has stopped or slowed.

Media: video tape, 15 min.

### Principles of Surgical Dressings

Author: Eleanor Lorden, Nursing, Broome Community College. (607) 772-5064.

Principles of surgical asepses. Demonstrates one way to change a dressing.

Media: 8mm film, supported by behavorial objectives, work-sheet, three exams approx. 50 min.

### Biomedical Electronics Safety for Nurses

Author: Ernest Spinelli, Electrical Technology, Suffolk Community College. (516) 233-5000.

Patient safety in intensive care units. Emphasizes electrocution hazards in ECU, ICU, and special care units utilizing electronic equipment. For nurses employed in special care units. [Advanced level]

Media: video tape, 120 min. Also transparencies which support lecture. The video tape demonstrates use of the Hewlett Packard equipment.

### Injections

Author: Mildred Hoff, Nursing, Dutchess Community College. (914) 471-4500.

A series of five minute segments on matters related to giving injections. The segments are: Withdrawal of a drug from a vial (Cut I), Withdrawal of a drug from an ampoule (Cut II), Selection of an injection site-shoulder (Cut III), Selection of an injection site-buttocks (Cut IV), Subcutaneous and Intramuscular injection (Cut V), Care in trauma (Cuts VI-LX).

Media: video tape, 5 min. segments.

### Understanding Intervenous Hyperalmention

Author: Eleanor Lorden, Nursing, Broome Community College. (607) 772-5064.

Physiology of nitrogen balance, principles of asepses, management of hyperalmentation, re: pharmacy-nursing service; use

of equipment, emotional support. Metabotic considerations.

Media: 8mm film, approx. 50 min., supported by behavorial objectives, worksheets, and three exams.

Basic Life Support

Author: Mary Ellen McMorrow, Nursing, College of Staten Island. (212) 390-7516.

Demonstrates the A-B-C's of basic life support according to the current recommendations of the American Heart Association. Prepares user to practice emergency cardio-pulmonary resuscitation on "Resuscitation Annie". While directed toward nursing students, it is adaptable to allied health students.

Media: video tape, 19:15 min.

Meeting Oxygen Needs

Author: Dorothy S. Doane, Nursing, Broome Community College. (607) 772-5064.

Developing a nursing process record for a client with impaired respiratory function.

Media: video tape, approx. 45 min.

Principles of Body Irrigations

Author: Dorothy S. Doane, Nursing Broome Community College. (607) 772-5064.

The reasons for, and principles related to, nursing intervention common to all body irrigations.

Media: video tape, approx. 40 min.

Counting An Apical, and Apical-Radial Phase

Author: Florence Ewanow, Nursing, Broome Community College. (607) 772-5059.

Describes the basic principles and procedures of taking Apical and Apical-Radial pulse.

Media: 8 mm film, approx. 40 min., supported by objectives, worksheets and three exams.

Counting Respirations

Author: Florence Ewanow, Nursing, Broome Community College. (607) 772-5059.

Illustrates basic physiology of respiration and describes counting respirations.

Media: 8mm film, 30 min., supported by objectives, worksheets, and three exams.

Measuring Arterial Blood Pressure

Author: Florence Ewanow, Nursing, Broome Community College. (607) 772-5059.

Factors to be considered in obtaining an accurate blood pressure reading, ranges considered normal, terminology related to blood pressure.

Media: 8mm film, approx. 40 min., supported by objectives, worksheets, and three exams.

## patient care

Nursing Intervention for Rest and Sleep

Author: J. Patricia Lee, Nursing, Broome Community College. (607) 772-5060.

Describes nursing measures to aid the hospitalized patient to achieve rest and sleep. Describes the stages and function of sleep, dangers of using sleeping medications, and precautions to use when withdrawing sleeping medications.

Media: video tape, approx. 40 min.

Health Occupations Education

Author: J. Patricia Lee, Nursing, Broome Community College. (607) 772-5060.

Describes measures to be taken by the nurse to relieve pain for the hospitalized patient. Includes psycho-social factors, distraction.

Media: video tape, approx. 40 min.

Practical Spanish - Nursing

Author: Marguerite D. Bomse & Alfaro Erickson, Modern Languages, College of Staten Island. (212) 390-7510.

Dialogues between patients and medical personnel.

Media: video tape, approx. 20 min.

Making the Occupied Bed

Author: Judy Ryan, Nursing, Canton Agricultural and Technical College. (315) 386-7659.

Suggested techniques and safety precautions for making the occupied bed. Currently not in use by nursing department. [Preparatory level]

Media: video tape.

Changes and Responses

Author: Cynthia Hastings, Nursing, Dutchess Community College. (914) 634-0800.

A four part series addressing how the nurse deals with humanistic relationships of his/her client who is faced with various stresses. Titles include: "Changes and Responses I - Foundations for nursing in practice" (45 min.), "Changes and Responses II - The expectant family" (60 min.), "Changes and Responses III - Parturition" (120 min), "Changes and Responses IV - Persistant Responses" (75 min).

Media: slide/tape or super 8 film loop available from Broome Nursing consortium.

Living With Dying

Author: Robert Love with Lois and Art Jaffe, Contact Robert Love, Alfred Agricultural and Technical College, School of Allied Health. (607) 871-6111.

A dramatic interview with a patient diagnosed as having acute myologenous leukemia. The patient and her husband react to established theories on the stages of death and dying, comment on attitudes of health care workers, and candidly discuss their emotions/feelings in achieving acceptance of the inevitable.

Media: video cassette, 48 min.

### Interpersonal Tapes

Author: Dolores Saxton, Nursing, Nassau Community College. (516) 222-7000.

Depicts nurse-patient relationship. Shows correct and incorrect methods of meeting patients' essential needs in the following situations: amputation of leg, paralysis of husband, peptic ulcer, drug addiction, aggresive patient, mastectomy, diabetic, mother of mongoloid child, attempted suicide, colitus.

Media: Ten video tape cassettes @ 10-12 min. each.

### Orientation for Surgical Patient

Author: John Ceazza, Health Division, Morrisville Agricultural and Technical College. (315) 684-7048.

Program to orient patients to events that will occur both before, during, and after surgery.

Media: slides, audio tape, video tape, approx. 20 min.

### Care of the Client and His Cast

Author: Mary Lou Cummings, Nursing, Onondaga Community College. (315) 469-7741.

Care of the client is emphasized as well as the care of his cast.

Media: slide/tape or super 8 film loop, 30 min. available through Broome Nursing Consortium.

### Morning Care

Author: Marilyn J. McDonald, Nursing, College of Staten Island. (212) 390-7516.

Complete morning care of bed patient, including assistance out of bed and into a wheelchair.

Media: video tape cassetts, approx. 60 min.

### Simulated Experiences for Student Nurses

Author: Mary Zimmerman, Nancy Miller, Susan Warren, Nursing, Queensborough Community College. (212) 631-6354.

A simulation which provides each student with a patient situation involving selected medical-surgical problems. The

student has an opportunity for decision making based on data, alternatives, and immediate feedback. [Advanced level].

Media: Printed simulation guide.

## nursing - other

Dystocia - A Complication of Labor

Author: Dorothy S. Doane, Nursing, Broome Community College. (607) 772-5064.

Three films: 1) The Passenger (baby), 2) The Power (contraction), 3) The Passage (birth canal).

Media: 8mm film @ approx. 45 min. Supported with vocabulary worksheet, objectives, incomplete worksheets and test questions. Available through Broome Nursing Consortium.

Trimesters of Pregnancy

Author: Rose Ndlovu; Michael Tarcinale, School of Nursing, SUNY Upstate Medical Center. (315) 473-4706.

A three-part self-instructional unit dealing with some of the more common monthly changes which occur in the mother and the embryo during a normal pregnancy. Prenatal care and nutrition are not covered. The authors assume student knowledge of reproductive system, anatomy and physiology, with special emphasis on ovarian and menstrual cycles, fertilization, implantation and development of the blastocyte.

Media: slide/tape, 22:30 min.

Baby Bath

Author: Joan Fregoe, Nursing, Canton Agricultural and Technical College. (315) 386-7658.

Demonstrates how to bathe a newborn baby. Local hospital facilities and a live baby are used. [Preparatory level]

Media: video tape, 20 min.

Toys & Play to Promote Growth and Development

Author: Sally H. Coman, Nursing, Onondaga Community College. (315) 469-7741.

Relates toys & play to growth and development from infancy through the pre-school years. Designed to make the nursing student familiar with the psychological and physical needs of the childhood.

Media: slide/tape, or super 8 film loop, 25 min., available through Broome Nursing Consortium.

### Computerized Tutorials for Nursing

Author: Eloise Mullen, Nursing, Alfred Agricultural and Technical College. (607) 871-6337.

Several computerized tutorials which utilize a "branching" program. A question is presented, the student enters an answer, and the computer responds with either a "correct" response, an "incorrect" response, or a "hint" if the response is "I don't know". Spelling is also checked. The following tutorials are available: 1) The Inflammatory Process, 2) Fluid & Electrolyte Balance, 3) Defense Mechanisms in Psychiatric Nursing, 4) Growth & Development, 5) Contraceptives, 6) Autism, 7) Professional Services Review Organization. [All levels]

Media: computer, PDP8A-Clasic. Language: Basic, length varies.

### 12 Cranial Nerve Checks

Author: Nursing Students, Alfred Agricultural and Technical College. Contact Robert Allgrim, School of Allied Health. (607) 871-6111.

Student nurses assess the functioning of each of the 12 cranial nerves. For each cranial nerve check, a variety of materials are demonstrated.

Media: video cassette, 10 min.

### Modules in Nursing Education

Author: Broome Nursing Consortium, Contact Brooks Sanders, Director of Educational Technology, Broome County Community College. (607) 772-5004.

The consortium makes available modules which have been developed with faculty of five community colleges and Upstate Medical Center. Some of these modules are listed in this resource guide. Write for the consortium's catalog.

Media: modules available in slide/tape format or as super 8 continuous film loop.

## Medical Terminology

Author: Mary F. Bodanza, Health Technologies Department, Dutchess Community College. (914) 471-4500.

CAI programs for instructing students in medical terms. The CAI programs are used in conjunction with the textbook, Understanding Medical Terminology, Frenay, St. Louis, MO (The Catholic Hospital Assn, 1974).

Media: computer, IBM 2741. Language: coursewriter 3.

## Diabetes

Author: Ethyl Martz, Nursing, Genesee Community College. (716) 343-0055.

Two modules: "Assessment and nursing management in the metabolic phase" (40 min.), deals with the five processes of carbohydrate metabolism and discusses nursing approaches to be utilized. "Assessment and nursing management in the systemic phase" (50 min), is concerned with the major acute and chronic complications of diabetes. [Advanced level]

Media: slide/tape. Available through the Broome Nursing Consortium.

## Medical Terminology Spelling Drill

Author: Eloise Mullen, Barbara Friend, Nursing/Medical Office Assistant, Alfred Agricultural and Technical College. (607) 871-6337.

Computerized random spelling quiz on medical terms. Medical terms are presented by body system (i.e., digestive, nervous, respiratory, cardiac, etc.) with 4 spellings of each term listed. The student selects and enters the number for the correct spelling. The student is graded by the computer and given a "printout" of the correct spellings for those words spelled incorrectly.

Media: computer, PDP8A. Language: basic. Nine body systems @ 20 min. each.

## Gender Identity, Sex Reassignment & Transsexualism

Author: Abby Stitt, Health & Physical Education, Bronx Community College. (212) 367-7300.

An interview which explores sex reassignment with four people: two transsexuals (a pre-op and a post-op change from male to female); a psychiatric social worker from a gender-identity

clinic at a local hospital; and a counselor from the Erikson Educational Foundation, the organization most concerned with transsexualism. Afterwards, students from the Human Sexuality class ask questions of the participants. Since the transsexuals and social worker are from minority groups--Black and Latin American--many of the students, who are also from minority background, are able to more easily identify with the panelists.

Media: video tapes, approx. 44 min. each.

Topics in Health/Sciences

Author: Nursing Faculty (Contact Margaret Vining, AV Technical Assistant), Canton Agricultural and Technical College. (315) 386-7204.

A series of programs on various topics in the health sciences:
"Dermatology" (22 slides), illustrates Ringworm, Tinea Pedis-Rhus dermatitis, Tinea barbae, Psoriasis, herpes simples, herpes zoster verruca, urticaria, melanoma pemphigus, "butterfly" of systematic lupus erythematosus.
"Peripheral vascular disease" (9 slides) illustrates several diseases, including arteriosclerosis obliterans, Raynaud's disease, ulcer of foot and diabetes.
"Stress", depicts various body expressions denoting stress.
"Public Health", major health problems, e.g. hunger, smoking, accidents.
"Congenital Heart Defects" (6 slides), illustrates Patent Ductus Arteriosis, Transportation of the Great Vessels, Coarctation of the aorta, Tetrology of Fallot, truncus arteriosus Ventricular septal defect, and Atrial septal defect.
"Critical Observation and Communicable Disease" (27 slides), illustrates common communicable diseases, including mumps, measles, chicken pox and scenes depicting other areas of critical observation.
"RH Incompatability", shows pathophysiology of RH reaction in the newborn's circulatory systems. [All levels]

Media: slides; number is listed above if known.

## rehabilitation & therapy

Rehabilitative and Restorative Nursing Techniques

Author: Doris Halstead, Cuba Memorial Hospital, Cuba, New York, Nursing; Rehabilitation. Contact Robert Allgrim School of Allied Health, Alfred Agricultural and Technical College. (607) 871-6111.

Demonstrates the following rehabilitative and restorative techniques frequently utilized by nurses in providing patient care: 1) Range of Motion, 2) Ambulation Techniques, 3) Transfer techniques, 4) Body Mechanics, 5) Bed Positioning.

Media: video cassette, 40 min.

How to Give a Back Rub

Author: Mildred Hoff, Nursing, Dutchess Community College. (914) 471-4500.

Describes and demonstrates the technique and purposes of the back rub.

Media: video tape, black and white, 28 min.

Rehabilitation

Author: Marilyn J. McDonald, Nursing, College of Staten Island. (212) 390-7516.

Tour of rehabilitation department at Coney Island Hospital. Involves nurse clinician, occupational therapy, apartment for activities of daily living, physical therapy, and discussion by speech therapist, vocational, and recreational therapist.

Media: video cassettes, 120 min., black and white.

The Movement & Positioning of Immobile Individuals

Author: Janet Wilbur, Nursing, Broome Community College. (607) 772-5066.

Techniques of moving immobile individuals in bed. Therapeutic positions for immobile individuals.

Media: audio tape, and video tape, approx. 30 min. Available through Broome Nursing Consortium.

Passive Range of Motion Exercises

Author: Kathleen Wilson, Nursing, Farmingdale Agricultural and Technical College. (516) 420-2131.

Definition of range of motion exercise and its use. Demonstration of full range of motion exercise for patient unable to perform active exercise.

Media: video tape, 28 min.

### Effects of Immobility

Author: Florence Ewanow, Nursing, Broome Community College. (607) 772-5059.

A series of eight films which describe and illustrate the effects of immobility on body systems. Titles are:
"Effects of Immobility - The Basics" An overview of the effects and measures to prevent and/or limit the effect. (30 min.)
"Effect of Immobility on the Urinary Tract." (45 min.)
"The Effect of Immobility on Homeostasis" (20-30 min.)
"The Effects of Immobility on the Cardiovascular system."(20-30 min.)
"The Effects of Immobility on the Respiratory System" (20-30 min.)
"The Effects of Immobility on the Musculo-Skeletal System" (20-30 min)
"The Effect of Immobility on the Gastrointestinal Tract"
"The Effects of Immobility on Decubitus Ulcer formation" (20-30 min.)

Media: varies.

## pharmacology

### How to Use the Physician's Desk Reference

Author: Florence Irwin, Nursing Division, Ulster County Community College. (914) 687-7621.

A module on how to use this reference book to locate information about drug products and their use.

Media: slide/tape, 10 min.

### Factor Label/Method for Calculating Dosage Problems

Author: Eleanor Lorden, Nursing, Broome Community College. (607) 772-5064.

Factor label math approach to solving dosage problems.

Media: 8mm film, approx. 50 min. supported by behavorial objectives, film, worksheet, three exams.

Additive and Parenteral Fluids

Author: Eleanor Lorden, Nursing, Broome Community College. (607) 772-5064.

Very simple body chemistry, e.g. osmosis, diffusion - hypertonic solutions, isotonic; hypotonic. Some discussion of how to mix dry (unreconstituted) material. Also discusses safety of labeling bottles and how reconstituted drugs will swell and/or expand. [Preparatory level]

Media: 8mm film, 20 min., accompanied by behavorial objectives and three exams.

Drug Information for Nurses

Author: Eloise Mullen, Nursing, Alfred Agricultural and Technical College. (607) 871-6337.

A computerized informational, "open-line" file of 820+ drugs with information retrievable on trade name, generic name, classification, dosage range, producer, usual dosage, route of administration, frequency of administration, actions, uses, precautions, nursing implications, and composition. Each drug may be accessed by a code for all of the above information or for specific information on a drug. [All levels]

Media: computer, Burroughs 3500. Language: COBOL

## administration/organization

The Hospital Record

Author: Florence Ewanow, Nursing, Broome Community College. (607) 772-5059.

Describes the hospital record. Inlcudes components of a chart and the data available in each section.

Media: 8mm film, approx. 30 min., supported by objectives, worksheets, three exams.

The Problem-Oriented System

Author: Eloise Mullen, Robert Love, Robert Allgrim School of Allied Health, Alfred Agricultural and Technical College. (607) 871-6337.

Multi-Media instructional materials to teach the "Problem-Oriented System" to Allied Health career students and to teach this system as an interdisciplinary health team approach to

patient care. Individualized, self-evaluative instruction is utilized. [All levels].

Media: print, computer, slide/tape, transparancies, audio tape, video tape (length varies).

Nursing

Author: Ethel Schaffer, Health Technology Division, Morrisville Agricultural and Technical College. (315) 684-7048.

A presentation of the theory needed to assess, plan, implement, and evaluate nursing care.

Media: Sixty video cassettes.

Admissions Process

Author: D. Virginia Tilden, Nursing Department, Onondaga Community College. (315) 469-7741.

Demonstrates essential nursing interventions to implement when a person is admitted to a health system for care.

Media: slide/tape or super 8 film loop, 30 min. available through Broome Nursing Consortium.

## dental

Radiographic Landmark Interpretation

Author: Dorothy M. Beatty, Dental Hygiene, Broome Community College. (607) 772-5149.

This is a self-study individualized paced packet for landmark interpretation. Specific performance objectives accompany video tape demonstrations. The self instructional packet is designed for library use where mounted, full mouth surveys, x-ray viewers and reference books are available for additional student help.

Media: video tape, approx. 10-35 min., self-instructional packet.

Selecting the Horizontal Angle

Author: N. L. Ray, Dental Assisting (Life Science Division) Niagara Community College. (716) 731-3271.

Shows what an expert radiographer sees when he chooses

horizontal angle for "open embrasure" in intraoral radiography.

Media: video tape, approx. 20 min.

Dental Assisting: Mixing Cement (Cut I) Mixing Zinc Phosphate (Cut II) Mixing Alginate (Cut III)

Author: Geraldine Galuzzi, Dental Assisting, Dutchess Community College. (914) 471-4500.

Demonstrations of mixing dental materials including alginate, silicate cement, zinc phosphate cement, and rubber base. Examples of poor techniques are pointed out as a basis for discussion of correct techniques. Tape production is a bit rough.

Media: video tape, 20 min.

Procedures and Techniques in Dental Hygiene

Author: Philip Silverstein, Dental Hygiene, Farmingdale Agricultural and Technical College. (516) 420-2162.

Clinical explanation and handling of dental materials and devices. Camera angle employed was designed to give same view of materials and procedures that student would see in performing these procedures.

*ADDENDUM: BASIC HEALTH SCIENCES

Human Anatomy

Author: Dr. Joseph N. Muzio and Dr. Peter Pilchman, Department of Biological Science, Kingsborough Community College. (212) 934-5726.

Audio-tutorial modules on major topics in anatomy and physiology. Modules may be used for self-paced individualized study.

Media: 26 modules consisting of student study guide/lab manuals and audio tape. Audio tape guides student through modules, they are not lectures. Multiple choice tests based on objectives are available.

# HOME ECONOMICS

## human development & family studies

Education for Parenting

Author: Charlotte Cowie, Social Science, Community College of the Finger Lakes. (716) 394-3500.

Four programs in parent education:
1) "Interaction" - The concepts of basic family interaction,
2) "Communication" - P.E.T. concepts of problem ownership,
3) "Conflict Resolution" - Power struggle,
4) "Blended Families" - Role relationships in re-marriage.
The tapes present role playing and panel discussions for analysis. [All levels]

Media: video tapes, 120 min. total.

Infant Care

Author: Martha Price, Nursery Education, Cobleskill Agricultural and Technical College. (518) 234-5115.

Routine care of infants in areas of feeding, hygiene and carrying. Each tape contains five to eight care tasks (burping, diapering, football hold, etc.).

Media: Three video tapes @ approx. 30 min.

Watch Me Grow: One Month to Twenty-Four Months

Author: Martha Price, Nursery Education, Cobleskill Agricultural and Technical College. (518) 234-5115.

Illustrates growth and development (especially motor skills) in children. Privides monthly views through 12 months and a view of every third month through two years. Comparisons are made between children of same age but with different developmental skills.

Media: two tapes @ approx. 60 min.

Toys for Infants; Baby Care Equipment

Author: Martha M. Price, Nursery Education, Cobleskill Agricultural and Technical College. (518) 234-5115.

Describes positive and negative aspects of current, popular choices for infant care equipment and toys.

Media: two slide/tape programs @ approx. 20 min.

Human Development

Author: Ellen J. Emanuel, Student Personnel Services, Schenectady Community College. (518) 346-6211.

Human Development Series introduces two-year college students to the areas of: self-esteem, value clarification, stereotyping, non-verbal behavior.

Media: Super 8 film and supplementary print material.

# MATHEMATICAL SCIENCES

## applied math

Mathematics in Chemistry

Author: Ronald J. Cole and Peter Lindstrom, Math-Science, Genesee Community College. 343-0055.

A review of math needed to solve chemistry problems. The approximately one dozen topics include properties of exponents, scientific notation, logarithms, unit conversions, equation solution, graphing, and plotting, and uses of scientific computers (tabletop and handheld).

Media: Synchronized slide/tape programs which vary from 3-30 min. Also, pre and post tests.

Descriptive Geometry & True Position Tolerance

Author: M. A. Forbes, (Retired) Broome Community College. (607) 722-8480.

Transparencies illustrate concepts of descriptive geometry in terms of mechanical technology problems. The amount of material requires at least one teaching semester.

Media: slides, transparencies, approx. 30

Technical Mathematics I & II

Author: Robert H. Gould and Grant Livermore, Engineering Technology and Physical Science, Tompkins-Cortland Community College. (607) 844-8211.

A two semester sequence of mathematics required for mechanical and construction technologies. Can be used either in a self-paced course or a semi-traditional plan (Mastery Plan). Algebra and geometry are prerequisite. Is used in conjunction with text; Basic Technical Mathematics by Washington, 2nd edition (Cummings). [Advanced]

Media: 28 video tapes @ approx. 60 min., study guides and quizzes.

# MATHEMATICAL SCIENCES

Exponential Notations

Author: James Spalik, Chemistry, Broome Community College. (607) 772-5153.

Introduces standard and exponential numbers, provides rules for placing decimals, discusses significant figures and rounding off. Calculations cover multiplication, division, raising to powers, and roots of numbers. The approach to calculations is to approximate the answer to one significant figure; no calculator is used.

Media: slide/tape, print (script).

Refresher Math For Nursing Students

Author: Joan Artz, Business Technologies, Dutchess Community College. (914) 471-4500.

Teaches the setting of a math or simple equation and solution. Used for remediation. The tape production is a bit rough. [Preparatory]

Media: video tape, 30 min.

FLIP I - Bilingual Business Mathematics

Author: Murray Kreiger, Business and Commerce, Bronx Community College. (212) 367-7300.

FLIP - A Flexible Laboratory Instructional Program of approximately 150 modular units. Each unit contains a filmstrip in English with synchronized audio in English and Spanish. Units can be used individually by students. Most units contain examples and problems. This is a complete course.

Media: filmstrip, transparencies, audio tape at variable lengths.

Office-Related Math Skills

Author: A. Bruce Wadsworth, Business, Fulton-Montgomery Community College. (518) 762-4651.

Business related math problems and how to solve these problems on the Electronic Printing Calculator. In addition to presenting the math calculations necessary, directions are given on the proper operating techniques of the Electronic Printing Calculator. Problems include payroll, cash discounts, trade discounts, invoices, proration, interest, and payment schedules.

Media: ten cassette tapes @ approx. 30-40 min.

Modumath

Author: Miriam Hecht, New York Network, State University of New York. (212) 687-6681.

A modularized basic arithmetic course. The modules are designed to be used in a self-paced auto-tutorial setting and student interaction is an important factor in design.

Media: Available in both video tape and slide/tape with ancillary written materials. Modules vary in length.

Functions and Problem-Solving with the Calculator

Author: Myriam Steinback, Mathematics, LaGuardia Community College. (212) 626-8585.

The materials focus on problem-solving with functions, graphs, and equation solutions. Calculators are used throughout in order to diminish tedious work and emphasize the process of solving career-oriented and everyday-type problems. Commercial publication of these materials is pending.

Media: Print. Materials require the use of a basic 4-operation calculator.

Remedial Math

Author: Joseph O. Weaver and Linda DeWitt, Mathematics, Delhi Agricultural and Technical College. (607) 746-4135.

Applications of basic arithmatic skills to "word" or "study" problems in the technical and building vocations. Employs basic signed number arithmetic and includes fractions, decimals, and percentages.

Media: Nine audio tape cassettes @ approx. 20 min.

## general math

A Math Lab Course for Language Arts

Author: Mary Diegert, Mort Goldberg, Bill Vick, Mathematics, Broome Community College. (607) 772-5013.

Students attend class in a room equipped with flat desks large enough to "do mathematical experiments". Materials are provided. Once the student is involved and interested he is led to discover the mathematics involved. Materials em-

ployed change from year to year in an attempt to keep the course up-to-date.

Media: print, mirrors, straws, scissors, compasses, games, and other miscellaneous materials.

Single Concept Introducing Mathematics - (SCIMP)

Author: Joseph Feit, (with Peter Utz), Math, Kingsborough Community College. (212) 769-9200.

The program breaks down the subject into bite-size segments, then uses special effect such as music, song, puppets, to get across the concept. Several instructional modalities are available to the student, including video tapes, worksheets and tutors. SCIMP is more fully described in "Is This Any Way to Teach Mathematics?" AV Guide: The Learning Media Magazine, June 1972, pp. 4-8.

Media: video tape and worksheets. Lengths of segments vary from 20 to 60 min.

Pre-Calculus: Algebra and Trigonometry

Author: Robert Ludwig and James Thelen, Mathematics, Rockland Community College.

Support material for a pre-calculus course which is taught as an individualized instruction course.

Media: video tape, 50 min.

# PHYSICAL SCIENCES

## chemistry

Techniques and Tools of the Chemist

Author: Robert E. Uhorchak, Physical Science, Canton Agricultural and Technical College. (315) 386-7520.

Ten programs which illustrate the use of instruments, frequently used by general chemistry students. Titles include: Use of Balances in the Science Laboratory (the Mettler H-6 balance and the Mettler top loading balance), Use of Slide Rule, Common Laboratory Procedures, Simple and Fractional Distillation, Gas Chromatography, Use of the Spectronic 20, Use of the Infrared Spectrometer.

Media: ten video tapes @ approx. 30 min.

"The Concept of pH"

Author: Robert E. Uhorchak, Physical Science, Canton Agricultural and Technical College. (315) 386-7520.

Individualized remedial instruction in the concept of pH.

Media: slide/tape, 30 min.

Introductory Chemistry

Author: Herman Stein, Chemistry, Bronx Community College. (212) 367-7300.

Series to teach fundamental concepts in chemistry; topics are:
1) Introduction to Balancing Equations
2) Unit Conversion and Length
3) Mass and volume conversions
4) Density & Specific Gravity Calculation
5) Writing Chemical Formulas
6) Equations & Types of Reactions

7) Naming Compounds
8) Molecular Weight
9) Percent Composition of Compounds
10) Percent Composition of Compounds
11) Calculation of simplest Formula of Compounds
12) Calculation Based on the Balanced Equation

The course is set up for individualized study and is organized via a study guide which contains objectives, activities and practice tests for each unit. The study guide refers students to appropriate text, slide tape unit, or other resources and identifies homework. [Preparatory level]

Media: slide/tape.

Preparatory General Chemistry

Author: Fritz Kryman and Duane Sell, Chemistry Department, Alfred Agricultural and Technical College. (607) 871-6127.

Learning modules utilizing slide/tape series in conjunction with computerized questions, comments, and test files. Basic concepts are covered in the following areas: The metric system, classification of matter, mole relationships, gas laws, naming compounds, acid-base theory, chemical bonding, chemical reaction, reaction rate and oxidation-reduction.

Media: multiple slide/tape modules @ approx. 60 min.

Chemistry for the Natural Sciences

Author: Thomas Allen, Jr., Chemistry Department, Hudson Valley Community College. (518) 283-1100.

A chemistry course in two modes: 1) an in-class, computer linked, student response system to provide instant feedback to the instructor, and 2) a computer/student managed laboratory wherein students responding to programmed, slide-tape modules obtain instant feedback via teleprinter linked to the computer. The lab modules include: Metric system, periodic table, chemical bonding, balancing equations, chemical reactions, the mole concept, pH and pOH, the gas laws, redox, organic chemistry, (hydrocarbons, alcohols, alkanes, alkenes, alkynes, ketones, esthers, aldehydes and organic acids).

Media: forty-nine slide/tape modules. Number of slides varies from about 40 to about 70. Time varies from about 4 min. to 20 min. The modules are designed to be used in conjunction with AVR-400 computer, but can be modified for use without computer interface.

## Instrumental Equipment - Chemical Analysis

Author: William Bastiansen, Chemistry, Westchester Community College. (914) 946-1616.

Demonstrates operation of the following chemical instruments: I.R. Spectrophotometer, U.V. Spectrophotometer, A.A. Spectrophotometer, Vapor Fractometer, Gas Chromotograph, Auto Analyser, Auto Titrator. [Advanced level]

Media: Seven video tapes, @ approx. 10-15 min., accompanying lab booklet.

## Use of the Beckman A.A.

Author: Paul B. Bertan, Chemistry, Onondaga Community College. (315) 469-7741.

Instructions for operation and plotting of data for the Beckman A.A.-D.B. console (1967 model with turbulent flow burner).

Media: slide tape, 35 min.

## Reaction Mechanisms in Organic Chemistry

Author: Cecelia Jorgensen, Chemistry, Hudson Valley Community College. (518) 286-3689.

Presents various concepts of organic chemistry including, $SN_1$ - $SN_2$ reactions, aldol condensation, denydration, and dehydrohalogenation.

Media: video tape and/or slides.

## Chemical Symbols

Author: Joseph M. Butler, Chemistry, Jefferson Community College. (315) 782-5250.

Illustrations of the common elements accompanied by the written chemical symbol.

Media: slide/tape, 10 min.

## Chemistry for Biology Students

Author: Floyd R. West, Biology, Broome Community College. (607) 772-5162.

A three-part lesson stressing fundamental particles and chemical symbols; chemical bonds; and chemical reactions (some activity for the student to engage in).

Media: Three slide tape sets @ approx. 45 min. each.

Chemical Instrumentation

Author: Roland D. Hale, Chemistry Department, Alfred State College. (607) 871-6127.

Illustrates principles and operations for the following instruments/procedures:
1) Atomic absorption instrument procedure P-E 303,
2) Liquid & solid sample preparation (infra red),
3) Polarography,
4) P-E 402 (ultra violet),
5) P-E (atomic absorption),
6) P-E 3920 (gas chromatograph),
7) Spectronic 505 (ultra violet) spectrophotometer,
8) Beckman (infra red),
9) (gas chomatograph) nuclear chicago,
10) Syringe technique (gas chromatograph).

Fundamental maintenance and repair of instruments is integrated throughout the tapes. Also, some sample preparations and techniques are illustrated.

Media: audio tape and video tape, approx. 20 min.

## physics

Technical Physics - Multimedia Modules

Author: Howard Herzog, Engineering Science Physics, Broome Community College. (607) 772-5117.

Individualized instructional modules in technical, non-calculus physics for students in the technologies. Topics include: 1) Uniform Circular Motion, 2) Rotational Motion (rigid body rotation), 3) Work & Energy, 4) Simple Harmonic Motion.

Media: 8mm film loop keyed to an audio tape and a study guide which includes problem exercises and serves as a review of the material covered. Approx. 60/ module.

Metric - English Conversion

Author: James Spalik, Chemistry, Broome Community College. (607) 772-5153.

Prefixes are noted and conversions (mass, length, volume) are discussed. The liter is included. Heat, energy & temperature are covered for the four major temperature scales, conversions are made between all four scales and the relation between calories and BTU's is illustrated. Includes multiple step conversion problems involving mass, length, volume, and temperature.

Media: slide/tape, print (script)

Introduction Technical Physics

Author: John Crary and John Pope, Physical Science, Canton Agricultural and Technical College. (315) 386-7100.

A two volume study guide and lab manual keyed to Physics for Technicians by Ernest Sebrowski. Manuals are designed to interface with PSI course taught without student proctors and when utilizes an open and independent laboratory.

Media: Two lab manuals. Problems for each of 21 units (two semesters) are available on 3m sound pages--magnetic recording and visual display incorporated in a single sheet.

"The Electromagnetic Spectrum"

Author: Robert E. Uhorchak, Physical Science, Canton Agricultural and Technical College. (315) 386-7520.

Individualized remedial instruction in the electromagnetic spectrum.

Media: slide/tape, approx. 30 min.

Physics Laboratory Experiments

Author: Rodney Esley, Science Division, Jefferson Community College. (315) 782-5250.

Sixty physics experiments encompassing topics in classical and modern physics. Emphasis is placed on student understanding of principles. Many experiments require the use of specific apparatus which is either commercially available or home built.

Media: print.

Tests in College Physics

Author: Gary Ferrigno and Paul Kramer, Physics, Farmingdale Agricultural and Technical College. (516) 420-2135.

"Grader" is a computer program for grading problem-based tests using randomly selected problems which use randomly selected variables as data in their solution.

Media: Computer program, test center booklet which contains a collection of tests.

Study Guides

Author: Jack Prince and Staff, Bronx Community College. (212) 367-7300.

Study guides to assist students utilizing "Physics for Engineering Technology" text (J. Wiley & sons, Inc.). Guides have been prepared for selected chapters. Material has been used for past two years in approximately eight sections of Tech. Physics and nine sections of Introductory Physics with favorable feedback from faculty and students.

Media: print.

Solution of Elementary Problems in Technology Physics

Author: David Sacher, Physics, Bronx Community College. (212) 367-7300.

Solving physics problems which may be commonly encountered by technology or engineering students. Topics include expansion of metals, heat transfer, and motion. This program allows students to review problem solving techniques on their own. Problems are selected from College Physics, Francis W. Sears et. al., 2 vols., 4th edition, 1974. Addison-Wesley: Reading, MA.

Media: video tape @ approx. 120 min.

## geology

The Down to Earth Geology Manual

Author: Franklin R. Bickford, Engineering Technologies, Tompkins-Cortland Community College. (607) 844-8211.

A manual for an introductory course in physical geology.

Media: print.

Geology of Jefferson County

Author: John R. Cecil, Science and Math, Jefferson Community College. (315) 782-5250.

Physical and historical interpretations of the geology of Jefferson County as interpreted from local geologic land forms and rock structures.

Media: slide/tape, 45 min.

## astronomy

Voyage to ...

Author: John R. Cecil, Sciences and Math, Jefferson Community College. (315) 782-5250.

Two modules: "Voyage to Mars" (30 min.), is a survey of the planet Mars. Survey of data collected during Mariner and Viking missions. "Voyage to the Moon" (90 min), is a survey of the moon. Physical, chemical and geologic descriptions a interpreted from data collected during Apollo missions.

Media: slide/tapes.

Library Oriented Observation Kits - L.O.O.K.

Author: Charles L. Roberts, Physics and Astronomy, Morrisville Agricultural and Technical College. (315) 684-7057.

Kits include charts, locations, relevent information and points of interest for celestial objects that may be viewed through a small telescope. Observation report sheets are also included.

Media: various print material.

## general

Computer Assisted Instruction

Author: Robert Messina , Physical Science, Nassau Community College. (516) 222-7000.

A listing of current computer programs designed to assist

with classroom instruction in general physical science. The programs cover various subjects of Physical Science.

Media: Thirty computer programs. Language: Basic. Used through TSO system.

# PUBLIC ADMINISTRATION & SERVICES

## public administration

Issues in New York State & Local Government

Author: Shirley K. Werthamer, Social Science, Rockland Community College. (914) 356-4650.

A series of discussions, with experts, of various areas of governmental concern in New York State including legal bases, administrative practices, and proposals for change. Topics include constitution, legislature, finances, land development and metropolitan regions.

Media: Ten video tapes @ approx. 30 min.

## recreation

Free Time Survey

Author: John W. Bailey, PE and Recreation, Orange County Community College. (914) 343-1121.

Designed to create an awareness of the amount of time we have that is descretionary and also create an awareness among the students of the ways in which they are using their free time. The students have the opportunity to evaluate their effectiveness in using free time for rewarding activities.

Media: print.

## law enforcement

Correction and Rehabilitation

Author: Matthew Fitzgerald, Police Science, Dutchess Community College. (914) 471-4500.

Interview of Clinton Duffy, former warden of San Quentin Prison by Matthew Fitzgerald and two students in the Police Science curriculum. Discussion of our present prison system and how organizations like the Seven Step Foundation (which consists of a group of successful ex-convicts working with prisoners) can help prisoners return to their communities, hold decent jobs and become a successful part of their communities.

Media: video tape, 22:30 min.

Criminal Justice in Contemporary American Society

Author: Arnold Toback, History, and Matthew Fitzgerald, Police Science, Dutchess Community College. (914) 471-4500.

D.C.C. professors Arnold Toback and Matthew Fitzgerald discuss contemporary justice in the United States with reference to the citizen's relationship to the police, the police and the community, jail and prison conditions, and reform and civil liberties.

Media: video tape, 46 min.

Police Science Lecture

Author: Harry Babb, Criminal Justice, Farmingdale Agricultural and Technical College. (516) 420-2164.

Discusses police/community relations, police administration, law enforcement personnel evaluation, and interpersonal communication.

Media: video tape, 60 min.

News Media Debate

Author: Anthony J. Dorangrichia, Reg. Criminal Justice Training Center, Monroe Community College. (716) 223-4935.

Shows police recruits debating the pros and cons of news reporters and their relationship with police. [Advanced]

Media: video tape, 30 min.

The Polygraph

Author: John Nash, English, Erie Community College. (716) 634-0800.

A two-part interview of polygrapher James Matte and attorney Charles Scibetta regarding the history, mechanism, legality

and morality of the polygraph. [Advanced level]

Media: two audio cassettes @ 25 min.

## fire protection

Fireground Simulator

Author: John T. Maher, Fire Protection Technology, Monroe Community College. (716) 442-9950.

HO scale models of industrial, commercial and residental districts, multi-media slides, tapes, film and overhead projectors assembled to simulate actual fireground conditions. Unique tool for instruction in Fire Protection Technology, not restricted to stated use but adaptable to many subject areas in the discipline. [All levels]

Media: slides, super 8 film, transparencies, audio tape.

# STUDY SKILLS

## general

How to Take Notes

Author: Rosemary Lanshe and Ronald Putnam, Nursing; Study Skills, Alfred Agricultural and Technical College. (607) 871-6111.

Presentation of a method for improving notetaking during a lecture. The steps are: P-Prepare, Q-Question, L-Learn, O-Organize, W-Write, R-Review. The student is asked to utilize the above method in a lecture-demonstration. The student is then asked to compare his outline with the outline presented by the author.

Media: video cassette, 18 min.

SWIM-Mnemonics

Author: Lawrence Borzumato, College Skills Center, Ulster County Community College. (914) 687-7621.

Offers a strategy for certain kinds of college-level memorization tasks--SWIM (Select, Write, Imprint, and Memorize). The accompanying student worksheet provides student practice in developing his/her own SWIM mnemonic in an appropriate study situation. [Preparatory]

Media: slide/tape, 11 min., worksheet.

Augmentation of Learning Skills

Author: William L. Glenn, Counseling, Corning Community College. (607) 962-9215.

Designed to develop attitudes and skills that are potentially capable of increasing a student's level of academic performance. Six modules focus on: notetaking, test taking, time management, effective learning techniques, test anxiety management and

self concept development. The material has been under development since 1975. Feedback and evaluations are very favorable. Research by Reimanis (1976) on level of academic performance of study skill group and control group provides additional support. Suitable for all levels.

Media: video tape cassettes of various lengths, printed support material.

Taking Lecture Notes in College

Author: Barbara M. Doubleday, College Skills, Delhi Agricultural and Technical College. (607) 746-4204.

Ten suggestions are made to assist students in taking appropriate notes during a college lecture class. [Preparatory]

Media: slide/tape, 40 min.

## communication skills

Grammar Before College

Author: Elaine Navias, English, Monroe Community College. (716) 442-9950.

Examples and discussion of grammar, and punctuation rules to be mastered for basic college writing. These five pages have been expanded and published as monograph.

Media: print, 5 pages.

The English Modules

Author: Alice Trillin, Sarah D'Eloia, Barbara Gray, Blanch Skurnick, and Myna Shaugnessy, New York Network, State University of New York. (212) 687-6681.

A self-paced course designed to develop writing skills. The material draws on both structural and transformational grammars and on teaching grammar through sentence combining. These lessons are a highly intuitive approach to sentence grammar and are intended for use with mature speakers of English of a least high school age who have difficulty communicating through formal written English. [Preparatory]

Media: nine video tapes of varying length.

Basic Communication Strategies

Author: JoAnn Romeo Anderson and Donna Fenwick Bookin, Communication Arts Program/Humanities, LaGuardia Community College. (212) 626-5578.

Curriculum employing interpersonal communication concepts to teach developmental oral skills, and to reinforce reading, writing and study skills. Materials include daily lesson plans, each plan identifies behavioral objectives, time and materials required, and step-by-step procedural outlines. The curriculum has been successfully employed with companion writing and reading packages and is adaptable as a one or two-term course to other institutions. [Preparatory level]

Media: printed curriculum.

Communications Arts

Author: Martin A. Diehl, Irwin Ronson, Louis Storer, Communication Arts & Sciences, Bronx Community College. (212) 367-7300.

Used to improve students' speaking, pronunciation, and understanding of selected college level words. [Preparatory level]

Media: eight audio tape cassettes @ approx. 20 min.

Alternate Classroom Structures in Basic Writing

Author: Doris Fassler, & Betty Rizzo, LaGuardia Community College. (212) 626-5574.

Presents four different classroom structures which have been used successfully in teaching basic college writing. The structures are collaborative group discussions, peer teaching, creative problem solving, and a grammar game.

Media: video tape, 37 min.

# reading

Flexible Reading

Author: Marlene F. Blumin, Reading/Study Skills, Tompkins-Cortland Community College. (607) 844-8211.

Designed to provide improvement in reading rates as well as the skills involved in flexible reading. Emphasis is placed on flexibility (adjusting the reading rate to meet the purpose),

eye-training exercises and awareness of factors relating to problems hampering efficient reading rates.

Media: audio tape and printed material.

Text Book Study (SQ3R)

Author: Lawrence Borzumato, College Skills Center, Ulster County Community College (914) 687-7601.

Dr. Frank Robinson's effective text-book study technique (Survey, Question, Read, Review and Recite). The worksheet provides student-selected practice in using the technique in any textbook study situation.

Media: slide/tape, 6 min., worksheet.

Speed Reading

Author: Arthur Roberts, English Department, Morrisville Agricultrual and Technical College. (315) 684-7081.

Programs used to build students' reading speed and comprehension.

Media: five slide/tape programs (lectures) 12 slide programs (to develop speed and comprehension), study guide.

## research skills

The City Today

Author: George L. Groman, Division of Humanities, LaGuardia Community College. (212) 626-5572.

The City Today looks at specific problems in urban life through a variety of chapters, and in the last chapter attempts a qualitative overview. Materials are designed to develop powers of observation research, and language use. To be published in January, 1978.

Media: Textbook.

## A Good Beginning

Author: Eleanor Carter, Learning Resources Center, Cobleskill Agricultural and Technical College. (518) 234-5844.

An overview of the importance of the college library to the college student an an introduction to major services and points of interest. Some of script is specific to the Cobleskill Learning Resources Center. It is made available for the purpose of providing ideas.

Media: slide/tape, 10 min.

## Sleuthing in the Library Resource Center

Author: Eleanor Carter, Learning Resources Center, Cobleskill Agricultural and Technical College. (518) 234-5844.

Covers five major steps to obtaining a broad range of materials useful in term paper writing, speech-writing, completion of classroom assignments, and any other research requirements.

Media: slide/tape, 10 min.

## Footnotes and Bibliography: Rhyme and Reason

Author: Elaine J. Christian and Thomas H. Salvas, Library and Learning Resources, Bronx Community College. (212) 367-7300.

Introduces the concept of preparing documentation for written reports. The program supplements classroom instruction on the need for, and preparation of, footnotes and bibliographic entries. [Preparatory level]

Media: filmstrip, slide/tape.

## Learning Center Orientation

Author: Annette Peretz, Library/Learning Resources, Bronx Community College. (212) 367-7300.

Introduces the student to the world of study in an audio-visual Learning Center. Discusses ease of access, availability of assistance, and willingness on the part of staff to help. Suitable for all levels.

Media: slide/tape, approx. 6 min.

How to Find a Library Book/How to Find a Periodical Article

Author: Philip Casey, Library, Morrisivlle Agricultural and Technical College. (315) 684-7055.

Two programs designed to help students acquire the basic skills necessary for doing library research. Discusses the arrangement and use of the card catalog, how to find books on the shelves, the use of indices, abstracts, and specialized bibliographies. The programs are not geared to any particular discipline but they are somewhat tied to local conditions.

Media: Two slide tapes @ approx. 5 min.

How to Write a Research Paper

Author: Marilyn Samuels, New York Network, State University of New York. (212) 687-6681.

A mini-course designed to teach students how to collect and write up research material according to standard research and writing procedures. [Preparatory]

Media: Nine video tapes with supplementary printed material.

# TRADE/INDUSTRIAL/TECHNOLOGY

## construction

Commercial Buildings

Author: Dan Rockhill, Civil Engineering Technology, Alfred Agricultural and Technicla College. (607) 871-6146

Illustrates types of building construction--concrete, steel, masonry, and timber--and all types of finishes. Used to supplement lectures.

Media: slides, 20 modules @ approx. 1 hour each.

Welding

Author: Richard Smith, Vocational Division, Delhi Agricultural and Technical College. (607) 746-4144.

These films were prepared because commercial films do not show sufficient detail. "Oxy-Acetylene Welding" shows detail of torch use and manipulation. "Spotwelding" demonstrates how to turn on the spotwelder.

Media: Two super 8 film @ approx. 4 to 6 min. each.

Tools and Safety

Author: David Grodowsky and Roland Liedy, Vocational Division, Delhi Agricultural and Technical College. (607) 746-4389.

Tools and power equipment used in plumbing and heating professions are described. Relevant safety practical uses are discussed. Each unit contains a pre-test and work problems related to laboratory practice. Developers have had good results from first year's use.

Media: Twelve slide/tapes @ 20 min. each.

Insulation

Author: Arthur M. Hibbard, Civil-Const. Department, Canton Agricultural and Technical College. (315) 386-7644.

Two insulation techniques--blown in cellulose fibers and foamed in place insulation--are demonstrated using sample residence wall sections.

Media: video tape, 1 hour.

Sharpening Plane Irons

Author: Edwin Wilmarth, Engineering Technology, Delhi Agricultural and Technical College. (607) 746-4227.

Serves as an introduction to use of a grinder for sharpening plane irons. Includes setting up the grinder, bevel angles and safety precautions.

Media: slide/tape, approx. 10 min.

## manufacturing

Elementary Glassworking Projects

Author: Jane Copes, Engineering Technology and Physical Sciences, Tompkins-Cortland Community College. (607) 844-8211.

A dozen projects using soft glass rod and tubing and thin Pyrex rod worked with a compressed gas torch are demonstrated. The projects are mainly decorative and designed to teach manipulative skills necessary for more difficult projects. These projects are a middle ground between simple bunsen burner work and full scale professional work. We have no glass furnaces and work with small pieces only.

Media: twelve video tapes @ approx. 15-40 min.

Leather in Your Life

Author: George Freedman, Business and Retailing, Dutchess Community College. (914) 471-4500.

The story of the tanning and manufacture of leather articles in the fashion industry. Explains the creation of shoes, handbags, and apparel.

Media: video tape, 30 min.

The Art of Paper Making

Author: Stella Russell and Carol Houston, Art, Nassau Community College. (516) 222-7000.

Describes the historical processes of paper making though the ages. A demonstration of paper making by hand is shown. Guest is Douglas Howell, Artist in Residence, Nassau County, New York. [All levels]

Media: video tape, 20 min.

## safety

Accident Prevention & Safety Technology

Author: Nathan Weiner, John Antonopoulos, Electronic Technology - Mechanics Technology. College of Staten Island. (212) 390-7644.

Course syllabi and training aids for five, three semester-hour courses in accident prevention and safety. [All levels]

Media: slides, 16mm film, transparencies, audio tape.

## graphic arts - drafting

Drafting

Author: Richard Steffen, Engineering, Dutchess Community College. (914) 471-4500.

A series of taped segments to demonstrate drafting techniques. Segments are: Cut I Circle Template: Instruction in the use of the circle template. Explains pencils to be used, use of center lines, making arcs and cleaning the circle template.
Cut II Sharpening and Lines: Illustrates proper extension and sharpening of the lead in a good lead holder and shows how to draw a quality line over a construction line.
Cut III, Lettering: Shows proper pencil point for lettering and making the basic strokes that all letters are made of--vertical, horizontal and circles.
Cut IV, Setting up Machine: Explanation of the different parts of the drafting machine, correct positioning, how to set the machine for different angles and use of drafting scales.

Media: video tape, approx. 45 min.

Multiview Orthographic Projection Box (Glass Box)

Author: Stephen S. Wagner, Mechanical Technology, Erie Community College. (716) 634-0800.

As a rule the concept of unfolding glass box has been limited to the portrayal of the orthographic projections of one object onto the sides of the box. This is an extension of the application of the box to any object by clipping the transparencies of projections to the sides of the box.

Media: Transparencies and model glass box.

Multi-View Orthographic Projection

Author: Stephen S. Wagner, Mechanical Technology, Erie Community College. (716) 634-0800.

A color reproduction of three dimensional objects represented on plane surfaces. The use of color is helpful for enabling the student to visualize a three dimensional object.

Media: Transparencies.

## graphic arts - photography

Introduction to the Camera

Author: Irving Schild, Fashion Photography, Fashion Institute of Technology. (212) 760-7845.

An introduction to photography. Includes care and use of camera, descriptions of camera types, and methods of holding and steadying the camera. Illustrated examples of parallax corrections are also included.

Media: slides to accompany lecture, approx. 90 min.

Interpreting an Art Director's Layout

Author: Irving Schild, Fashion Photography, Fashion Institute of Technology. (212) 760-7845.

Two sets of slides demonstrating step-by-step development of a photograph for a magazine cover. One set follows development of a photo used on the cover of an annual Report for American Express (Globe Against White Background); the other was used for a back cover on Mad Magazine (Aerosol can spraying illusion of a skull). [All levels]

Media: slides and art director's layout, to accompany lecture, approx. 30 min.

How to Photograph Jewerly (Assignment for Omega Catalog)

Author: Irving Schild, Fashion Photography, Fashion Institute of Technology. (212) 760-7845.

A step-by-step "how to" from preparation to finished product. Includes lighting, layout, equipment, and exposure.

Media: slides to accompany lecture, approx. 60 min.

Introduction to Cover Photography

Author: Irving Schild, Fashion Photography, Fashion Institute of Technology. (212) 760-7845.

Depicts all aspects of color film reactions to light and Kelvin temperature. Methods for correcting the reactions through filters or processing are shown.

Media: transparencies and color filters.

Filters for Black and White Photography

Author: Irving Schild, Fashion Photography, Fashion Institute of Technology (212) 760-7845.

Illustrates the light spectrum and demonstrates light absorptions and transmissions of color gels with respect to black and white reproduction of color subjects. Filter types, their use, and exposure compensations are also covered.

Media: slides to accompany lecture, approx. 60 min.

Lenses

Author: Irving Schild, Fashion Photography, Fashion Institute of Technology (212) 760-7845.

Illustrates development and types of lenses. Includes focal length, F-stop, elements, coverage, distortions, aberrations, defects, and use of lenses.

Media: slides to accompany lecture, approx. 60 min.

Aperture & Shutter Speed

Author: Irving Schild, Fashion Photography, Fashion Institute of Technology. (212) 760-7845.

Covers depth of field, reaction of movement in relation to shutter speed, and exposures as a function of aperture & shutter speed.

Media: slides (B & W) to accompany lecture, approx. 60 min.

Film, Light Meter & Exposure Meter

Author: Irving Schild, Fashion Photography, Fashion Institute of Technology. (212) 760-7845.

To assist in understanding film labels, ASA, light meters (types & use) and the F-16 rule.

Media: slides to accompany lecture, approx. 40 min.

Photo - A Computer-Assisted-Instruction Lesson

Author: Eleanor F. Ferris, Educational Resources/Educational Communications, Fulton-Montgomery Community College. (518) 762-4651.

CAI program designed to help student trouble-shoot his own color prints from darkroom processing. [All levels]

Media: Computer interactive program, suitable for BASIC language; orginally designed for Univac 1110 with Univ. of Md. (CHIMP) translator. 139 lines. Write to author.

"Fotoperfect - An Instructional Game for Photography Students"

Author: Eleanor F. Ferris, Educational Resources/Educational Communications, Fulton-Montgomery Community College. (518) 762- 4651.

Game assists beginning students to expose correctly a roll of black and white film. Variables: film speed, shutter speed, f stops, light conditions.

Media: Game; cards and score sheets

Sources of Information for Photo-Technology

Author: Timothy Karda, Audio-Visual, Farmingdale Agricultural and Technical College. (516) 420-2164.

Discusses sources of information in photographic technology. [All levels]

Media: video tape, 60 min.

Introduction to Electronic Flash

Author: Irving Schild, Fashion Photography, Fashion Institute of Technology. (212) 760-7845.

Descriptions of flashbulbs and strobes, used with focal plane

leaf type shutters. Also covered are M and X synchronization guide numbers, CPS, watt/seconds, and testing new strobes to find their true power.

Media: slides to accompany lecture, approx. 90 min.

# MISCELLANEOUS

*This category contains those items which did not conveniently fit other categories and which were too few in number to justify a separate, major category.*

## creative writing

Expressive and Informative Discourse

Author: Bil McCheary, Frank Jackson, Maxine Long, Humanities Division, Genesee Community College. (716) 343-0055.

Two anothologies of ewsays, advertising copy, and political speeches. Used in classroom to discuss writing strategies and as models for student writing. Titles: Exploratory, Scientific and Expressive Discourse: A Reader, and Persuasive and Informative Discourse: A Reader.

Media: Two textbooks @ approx. 200 pages.

## environment & ecology

Science and Society

Author: Kingsley Greene, Natural Resources, Morrisville Agricultural and Technical College. (315) 684-7083.

A series prepared from a course in environmental education. Ecological aspects of environmental problems are related to sociological, economic, and political considerations. Professor Greene was selected as a Distinguished Teaching Professor by the SUNY system - 1976.

Media: Fourteen video cassettes. Length varies, approx. 30 to 45 min. each.

## music

Slide-Tape Presentation

Author: Mary Kelly, Humanities, Tompkins-Cortland Community College. (607) 844-8211.

Course materials for interdisciplinary art, music, theatre, literature appreciation.

Media: Fifteen slide/tapes @ approx. 40 min.

Musical Instruments/Music Store Management

Author: Alan G. Schmidt, Liberal Arts/Humanities, Erie Community College. (607) 634-0800.

Fretted and bowed stringed instruments, keyboard instruments, brass, wood wind and percussion instruments - far more comprehensive than any instructional materials commercially available today. Potential exists for high-quality taped sound accompaniment of musical excerpts played by local artists. [Advanced level]

Media: slides, filmstrip

Beginning Guitar

Author: Charles McMullan, Human Service/Behavorial Science, Tompkins-Cortland Community College. (607) 844-8211.

Beginning guitar lessons. Emphasis is for a "non" music major. Excellent for an avocation.

Media: video tape cassettes, total time: 10 1/2 hours. Also includes a workbook and three basic guitar pocket books.

## libraries & museums

A Guide for Shelvers and Student Library Assistance

Author: Margaret C. Giles and David Haggstrom, Richard R. Dry, Memorial Library, Erie Community College. (607) 634-0800.

Explains the various areas of the library, how to shelve books, and the Library of Congress call number system. The presentation is designed to be used in two parts: 1) shelving; 2) call number order.

Media: Fifty-seven slides and 10 min. audio tape. Also four practice card decks marked with call numbers, illustrating progressively more difficult filing order problems.

## literature

Hungry Jack and Jenny Docudramas

Author: Ken Lawless, Humanities, North Country Community College. (518) 891-2915.

Documentaries which dramatize figures and events from literature and history in order to introduce and illuminate the texts of major literary works, both poetry and prose.

Media: Documentaries are on audio tape and accompanied by printed support material. Appropriate topics are treated with slides or video tapes.

## metrics

Metrics

Author: M. A. Forbes, (Retired), Broome Community College. (607) 722-8480.

Introduces students to metrics. Has been successfully used in seminars for industrial and educational personnel.

Media: slides, transparencies.

Go Metric - Cambia a Metrico

Author: Hilda Medel, Mathematics, LaGuardia Community College. (212) 626-8585.

A bilingual metric pamphlet designed for everyday use based on the Systeme Internationale d'Unites (SI).

Media: print.

## language

Practical Spanish - Community Services

Author: Marguerite D. Bomse & Alfaro Erickson, Modern Languages, College of Staten Island. (212) 390-7510.

Dialogues between community agency personnel and clients.

Media: video tape, approx. 20 min. accompanies text-book: "Practical Spanish for School Personnel, Firemen, Policemen and Community Agencies."

Practical Spanish Grammar and Practical Spanish Dictionary

Author: Marguerite D. Bomse, College of Staten Island. (212) 390-7510.

The grammar and dictionary are based on structures and vocabulary contained in the dialogues of two texts and video tapes for Practical Spanish. Practical dialogue from actual situations is used in the texts and video-tapes.

Media: print, video tapes.

## social sciences

Application of Social Science Concepts to World of Work

Author: Joel C. Millonzi, Judity Gomez, Social Science, LaGuardia Community College. (212) 626-5542.

Focusing on a theme of work this textbook introduces students to the concepts and methods of social sciences. It includes exercises for observing and reinforcing these concepts in the workplace. It also includes a field manual for students to use while on their jobs.

Media: Textbook and field manual.

Evolution of Man's Technology

Author: Lucille S. Baker, Behavioral Science, Tompkins-Cortland Community College. (607) 844-8211.

Describes by diagrams and pictures from museum collections, the parallel in man's physiological evloution and advances in tool culture.

Media: slides, approx. 30 min.

# travel & tourism

Travel & Tourism Curriculum Looks at New York State

Author: Jean Stepleton, Humanities Division, Herkimer County Community College. (315) 866-0300.

Guest lectures in a travel and tourism class present various NYS tourist attractions. The attractions and tourism in general are discussed. The attractions include Corning Glass, Enchanted Forest, Catskill Mountains, and the 1980 Winter Olympics. [Advanced level]

Media: video tape, various lengths.

Wings of Man

Author: Walter C. Root, Hotel, Restaurant and Food Service, Delhi Agricultural and Technical College. (607) 746-4236.

The project is to interest the student in the development of the air and space industry, relating it to the world of travel. It includes live recordings of the Hindenburgh crash, Lindbergh's remarks on the completion of his solo Atlantic crossing and comments from Howard Hughes. It commences with man's awe of wings, the floating of balloons, the dirigible, winged flight, space flight and moon walk and introduces the Concorde.

Media: slide/tape, approx. 28 min.



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## CONTRIBUTOR INDEX

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